

ACCEPTANCE OF CHARGING STATIONS STEP-BY-STEP PROCEDURE

INFOGRAPHIC GUIDEBOOK

Regulation on technical requirements
for charging stations and charging
points which form part of the public
road transport charging infrastructure

PUBLISHER

Polish Alternative Fuels Association
pspa.com.pl

COOPERATION



LEGAL ANALYSIS

Filip Opoka

EDITORS

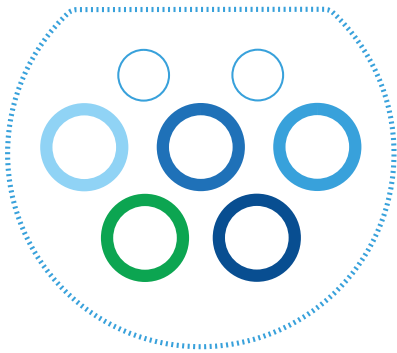
Jan Wiśniewski, Łukasz Witkowski

GRAPHIC DESIGN AND COMPOSITION

Magda Furmanek

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Warsaw 2022

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Ladies and Gentlemen,

It is our pleasure to present the updated guidebook entitled “Step-by-step procedure of acceptance of charging stations”.

The latest edition of our study takes into account the changes introduced to the Polish legal system by the amendment to the Act on Electromobility and Alternative Fuels, which came into force on 24 December 2021.

The guidebook presents, in an easy-to-use infographic format, the principles of acceptance of chargers, laid down in the Regulation of the Minister of Energy on technical requirements for charging stations and charging points which form part of the public road transport charging infrastructure. We describe the provisions regulating, among other things, the types of obligatory inspections for charging stations and charging points, as well as the manner and deadlines for carrying out these tests by the Office of Technical Inspection. The scope of the report also includes basic information on the described regulation, data on the safety of operating the chargers, information on technical requirements and inspection as well as a detailed description of the procedure of acceptance of charging stations. In addition, we present ready-to-use template forms necessary move on with subsequent stages of the procedures discussed. We hope that by providing a comprehensive description of the proceedings before the Office of Technical Inspection and presenting the issue with the use of clear infographics, this report will help to facilitate the development of charging infrastructure, which is an essential element of e-mobility development, conditioning the increase of electric vehicles on Polish roads.

Enjoy the read,

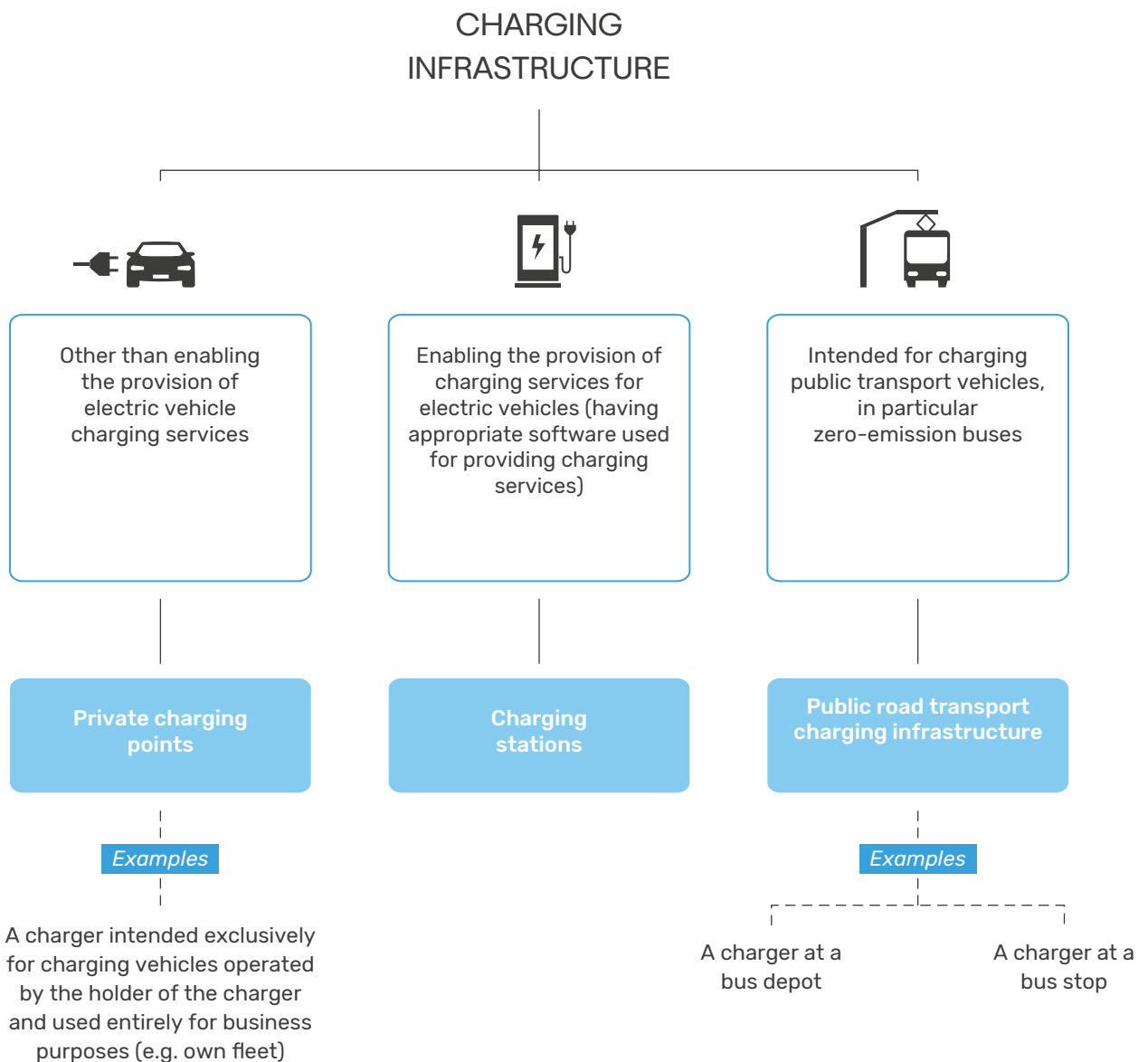
Maciej Mazur

Managing Director

Polish Alternative Fuels Association (PSPA)

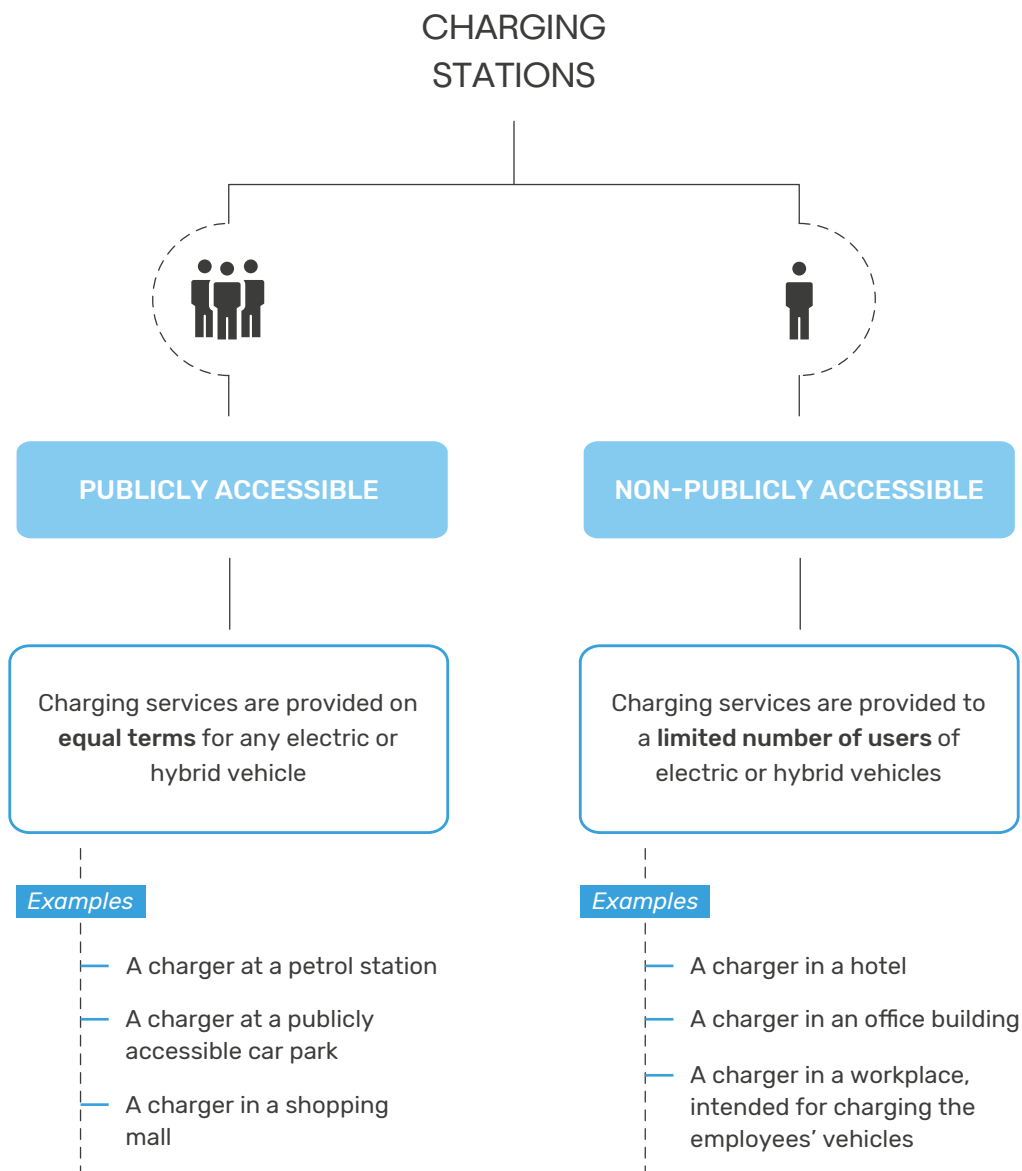
General terms

Breakdown of charging infrastructure types



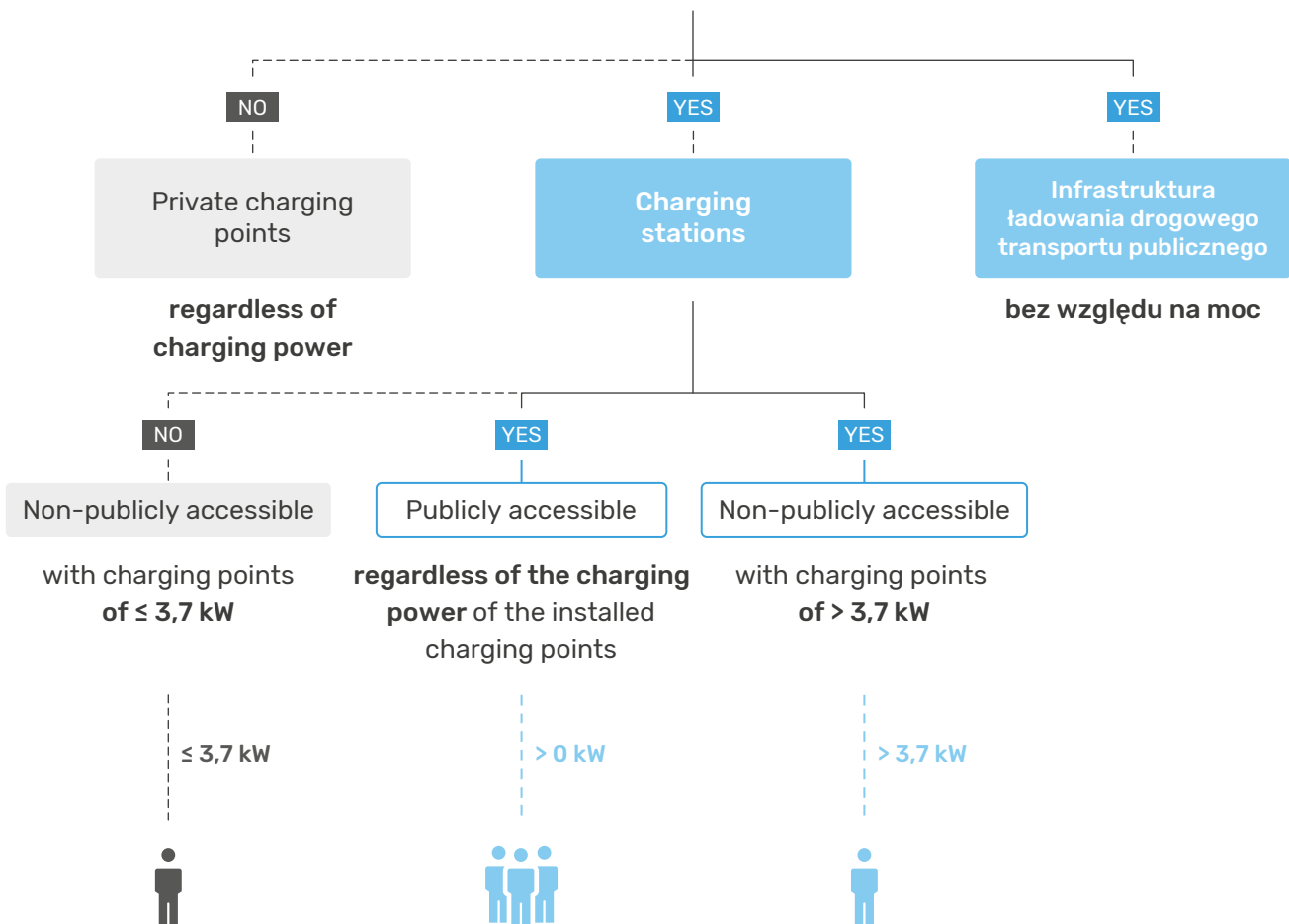
General terms

A breakdown of charging stations

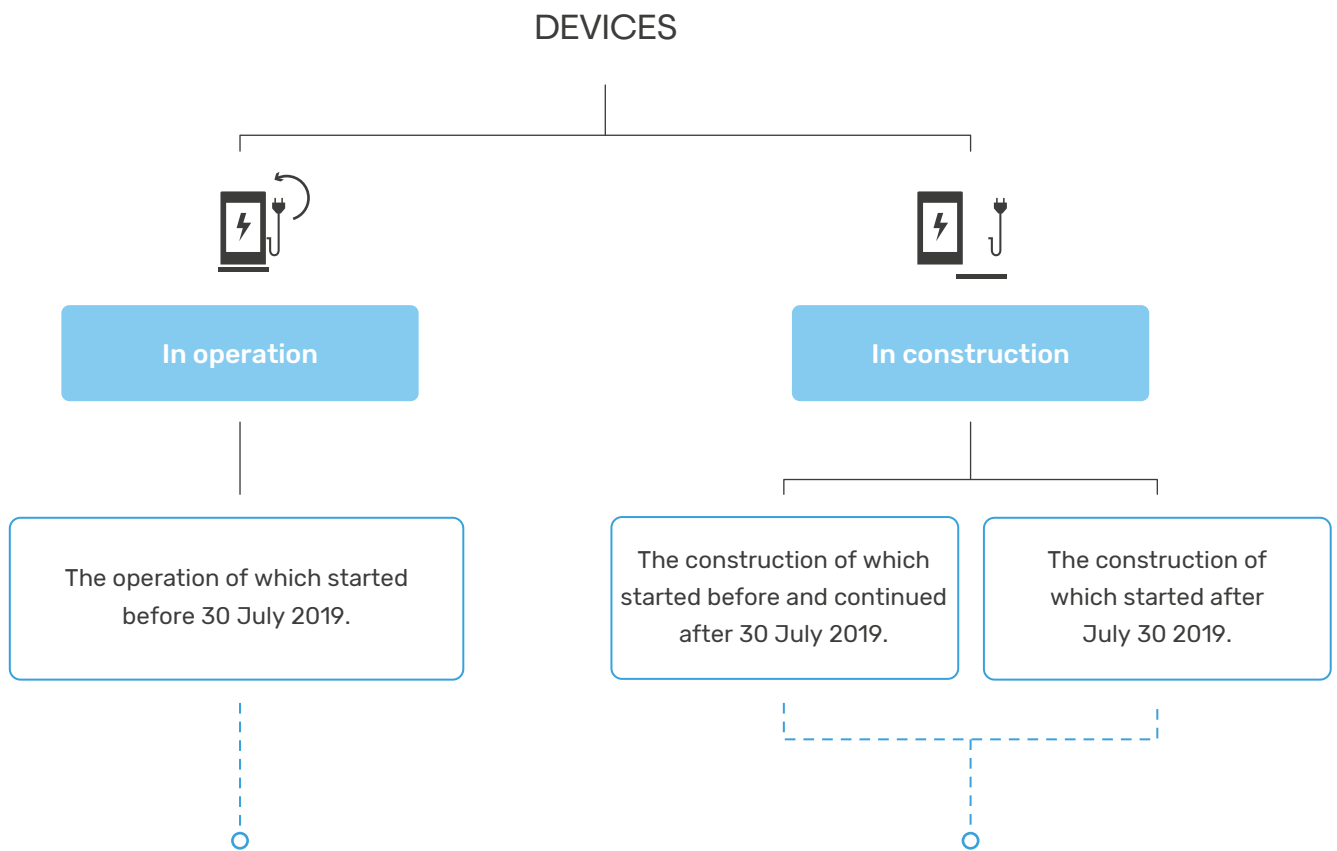


What devices does the Regulation apply to?

CHARGING INFRASTRUCTURE to which the Regulation applies (devices)



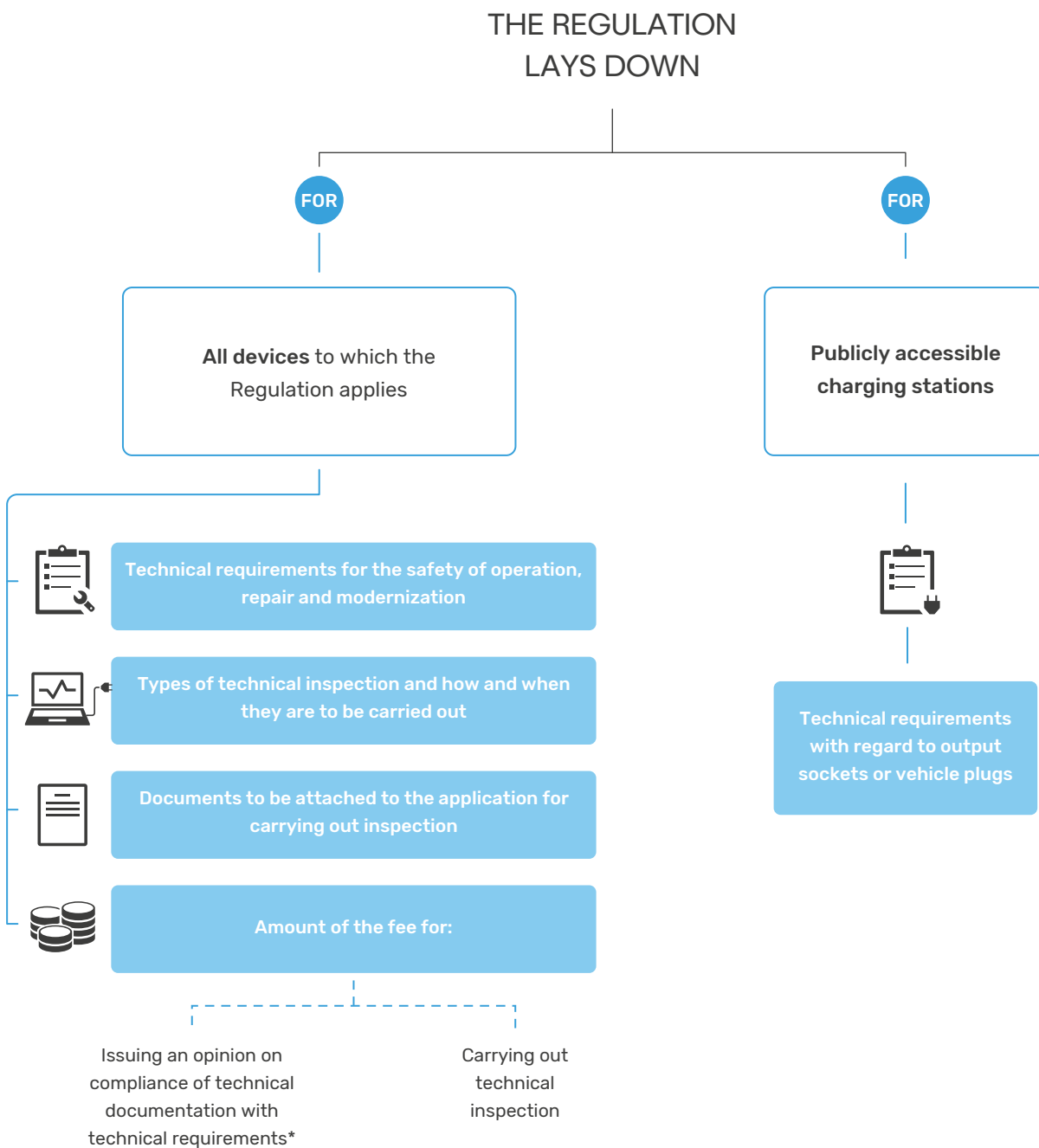
Which devices do the requirements of the Regulation apply to and since when?



They may continue to be operated but have to be adapted to the requirements of the Regulation within 12 months of the date of entry into force of the Regulation, and the operator should apply for a technical examination within this period, otherwise their continued operation will not be permitted (the time-limit expired on 30 July 2019)

They have to comply with the requirements of the Regulation in order to be put into operation and an application for a technical inspection must be filed before they are put into operation

What does the Regulation regulate?

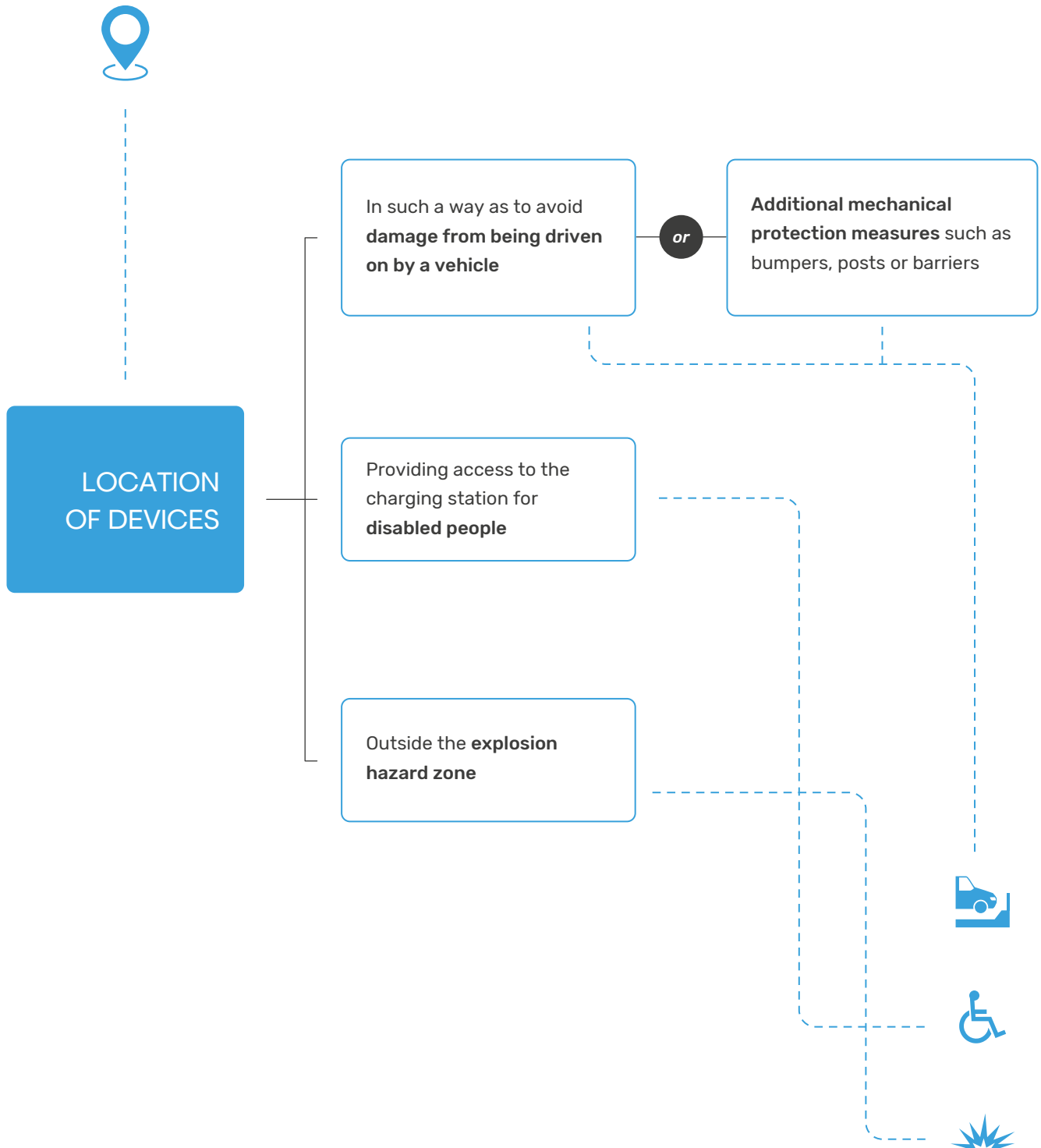


* Not applicable to public road transport charging infrastructure

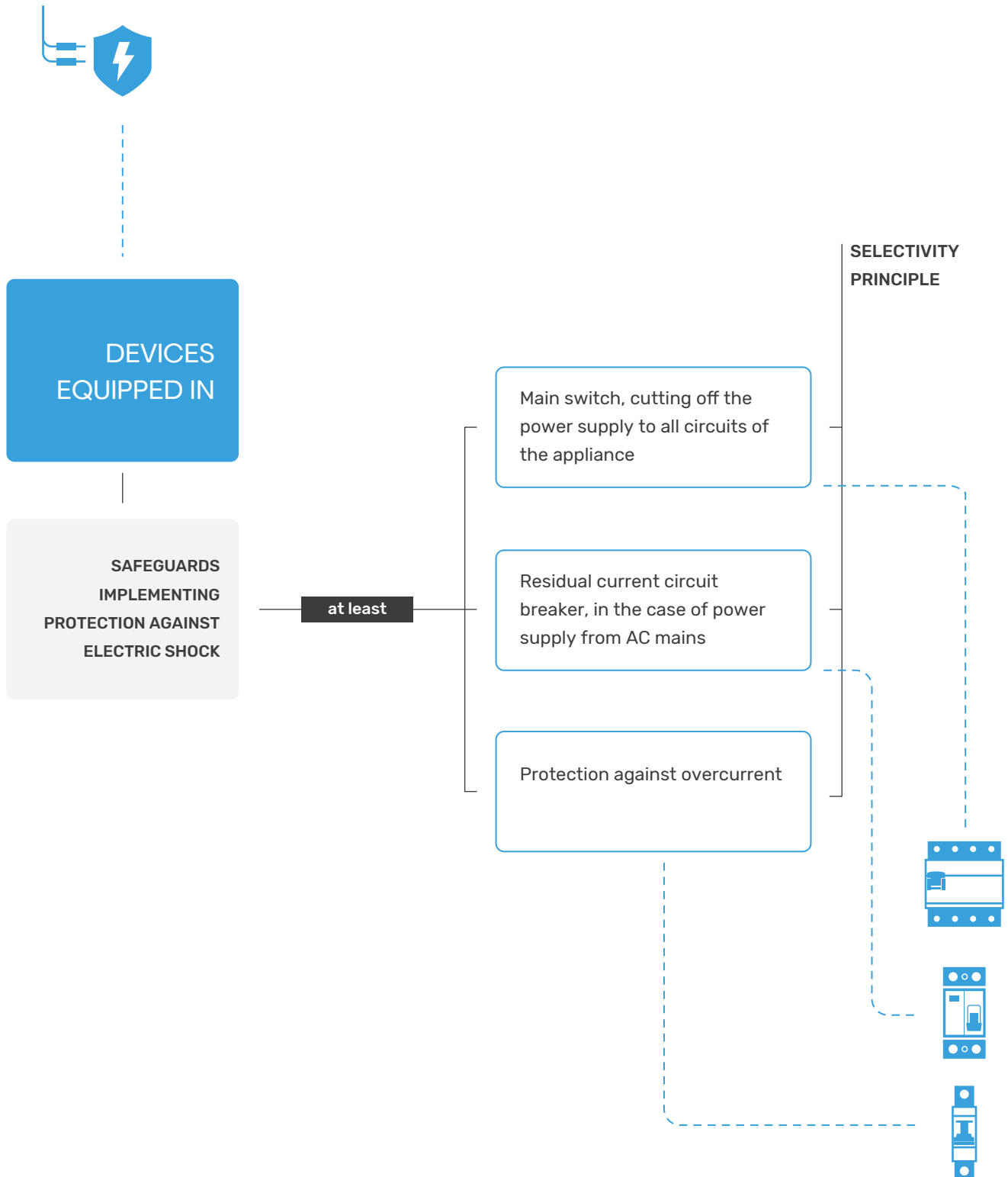


SAFETY OF OPERATING THE DEVICES

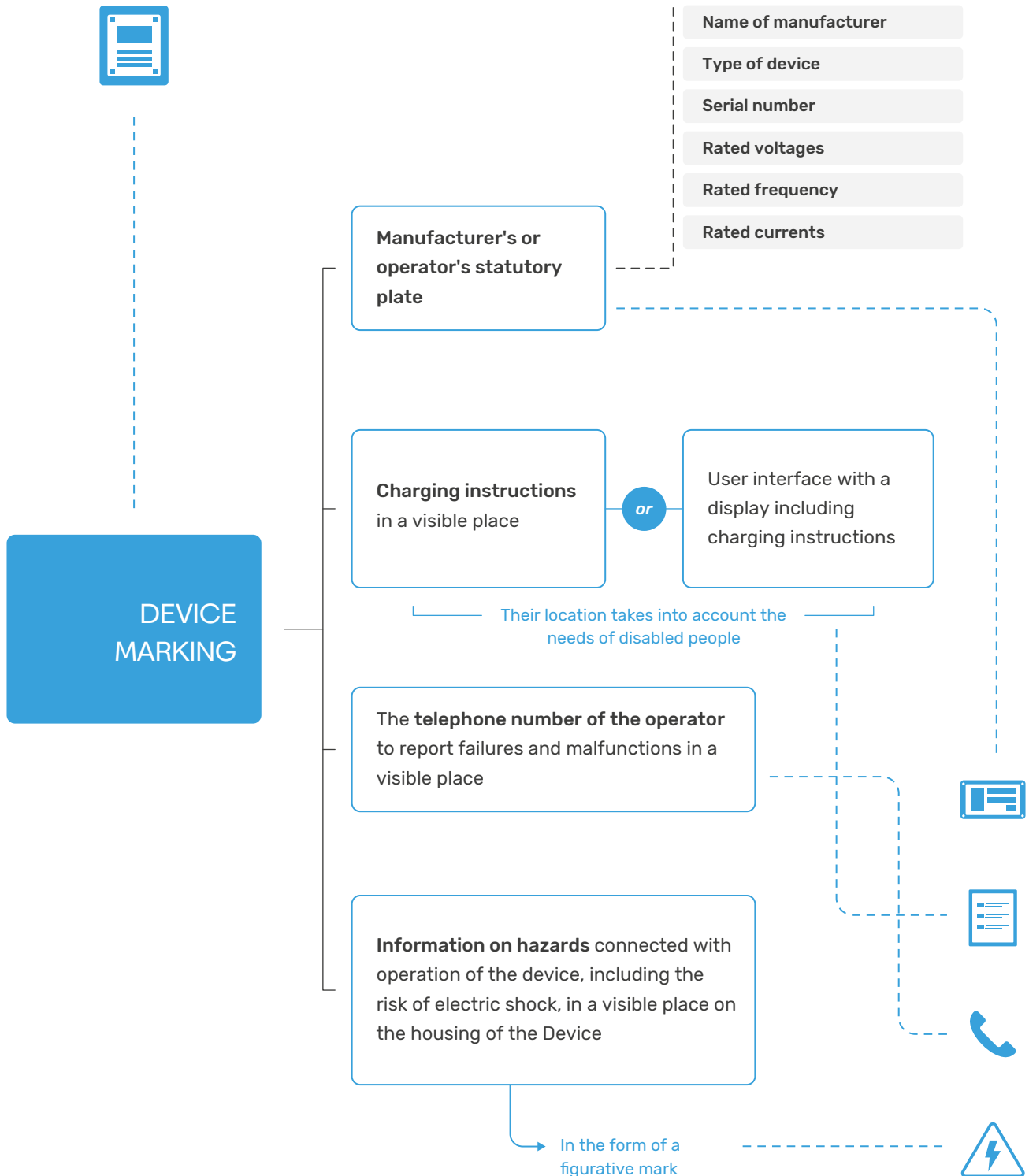
Location



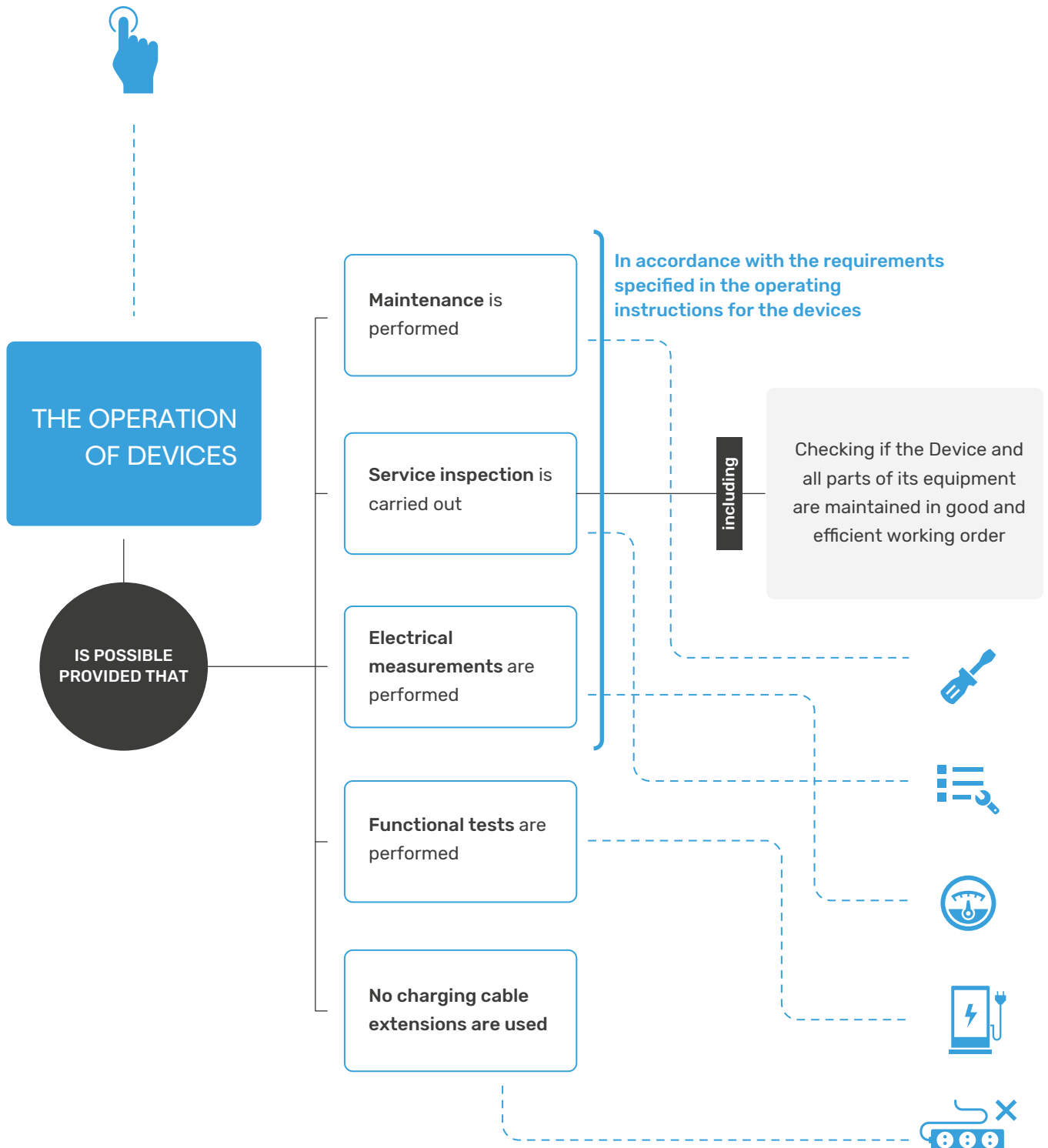
Equipment



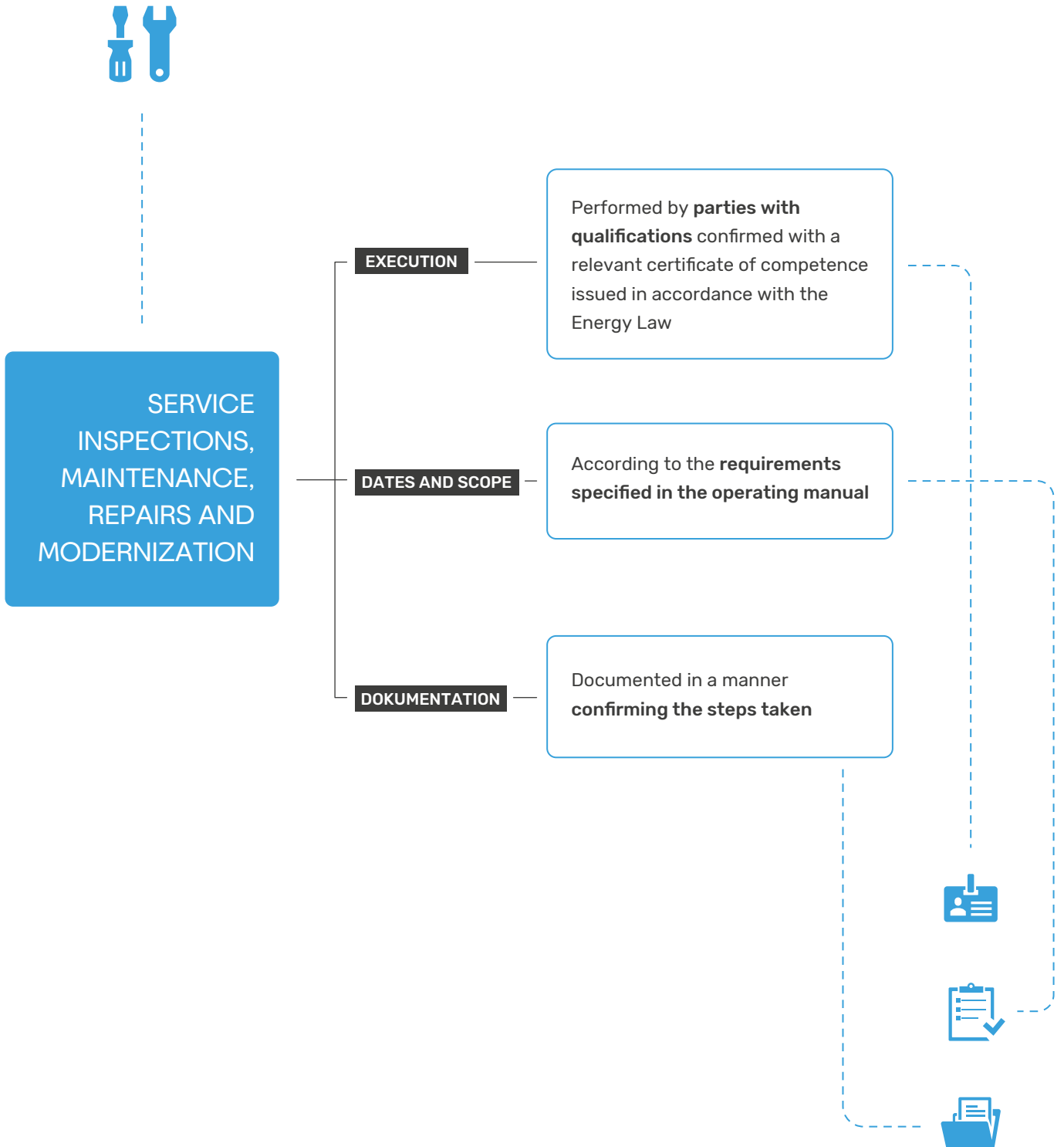
Information



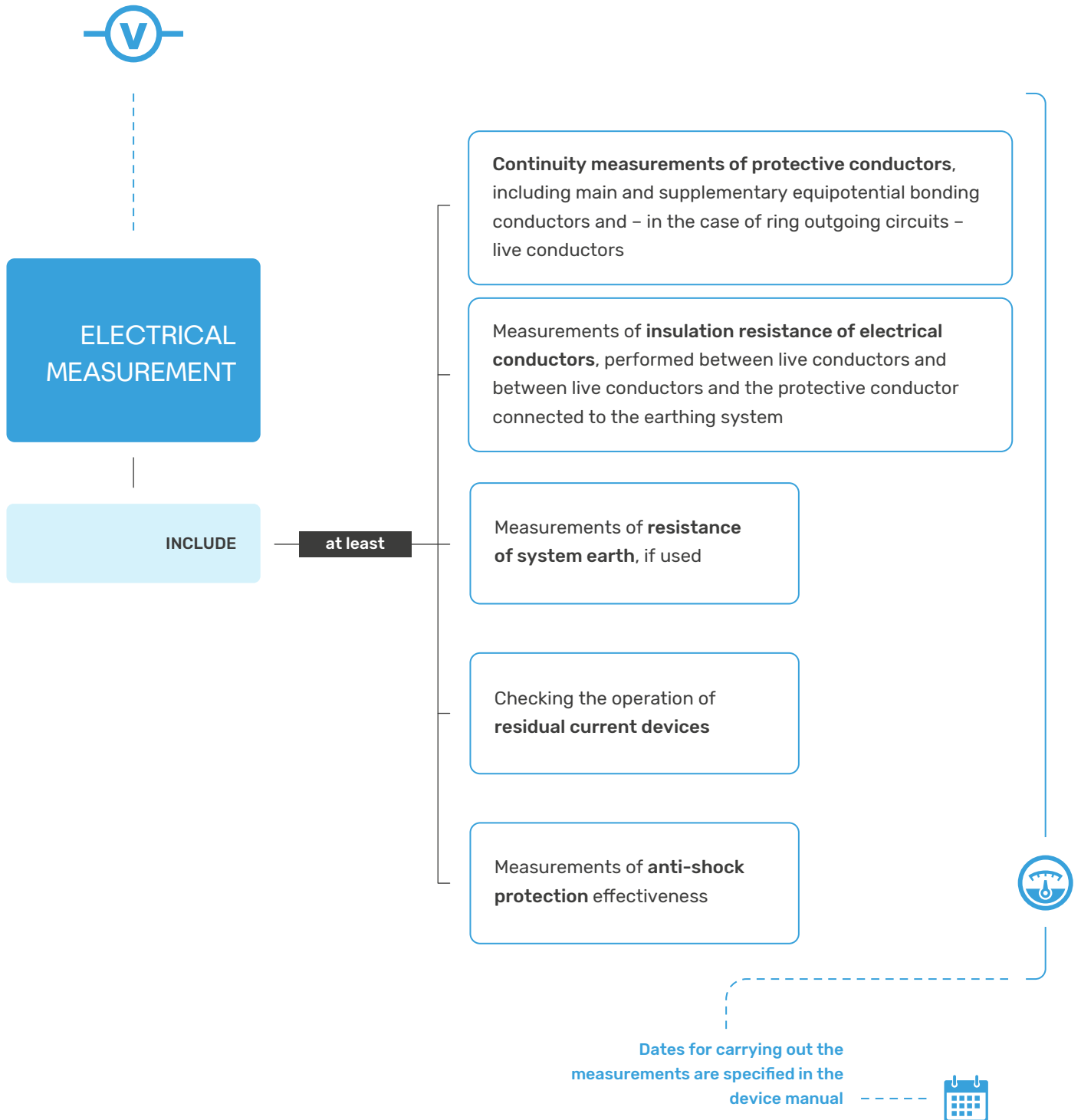
Other requirements



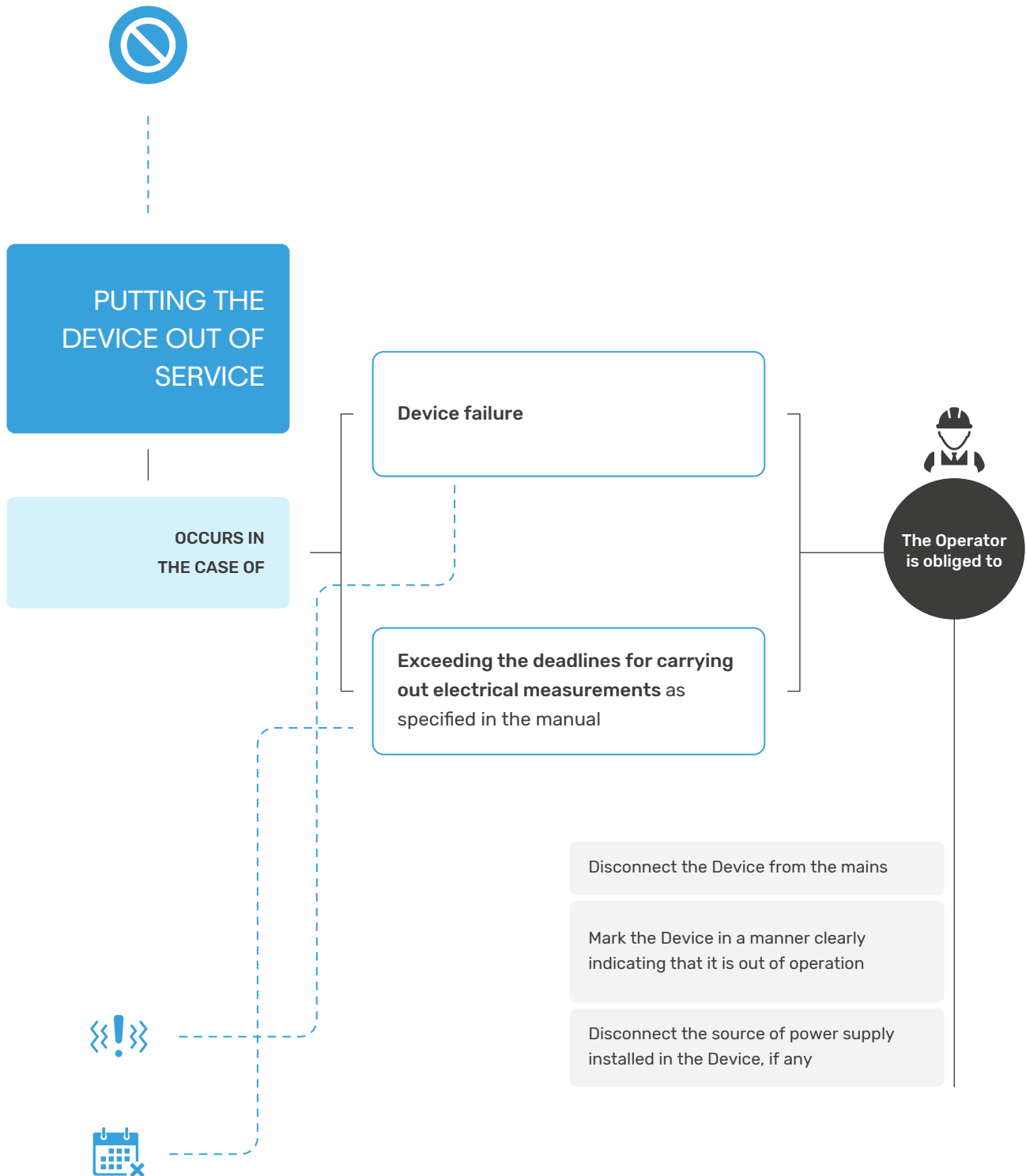
Maintenance



Electrical measurements



Out of service event

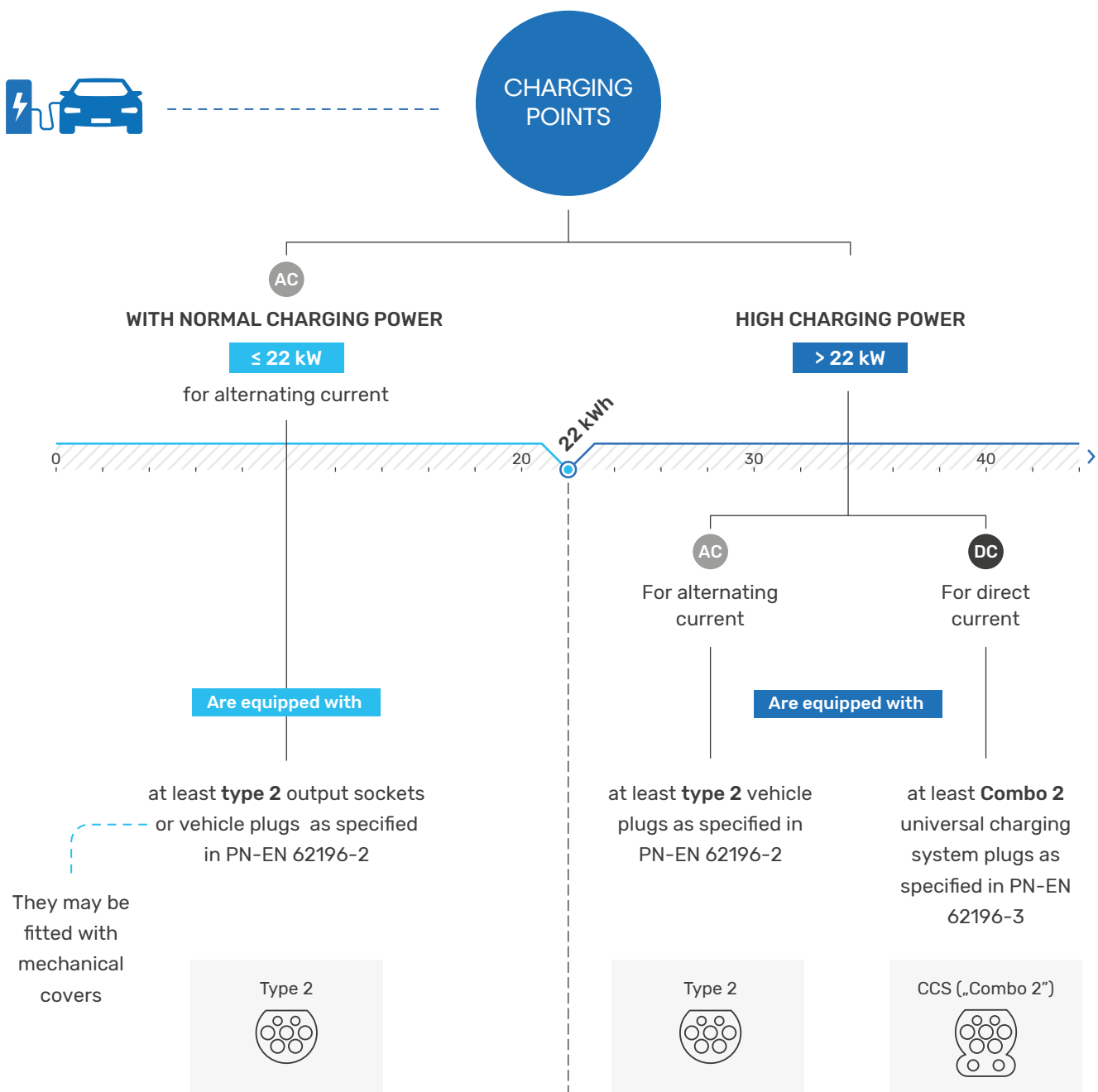




TECHNICAL REQUIREMENTS

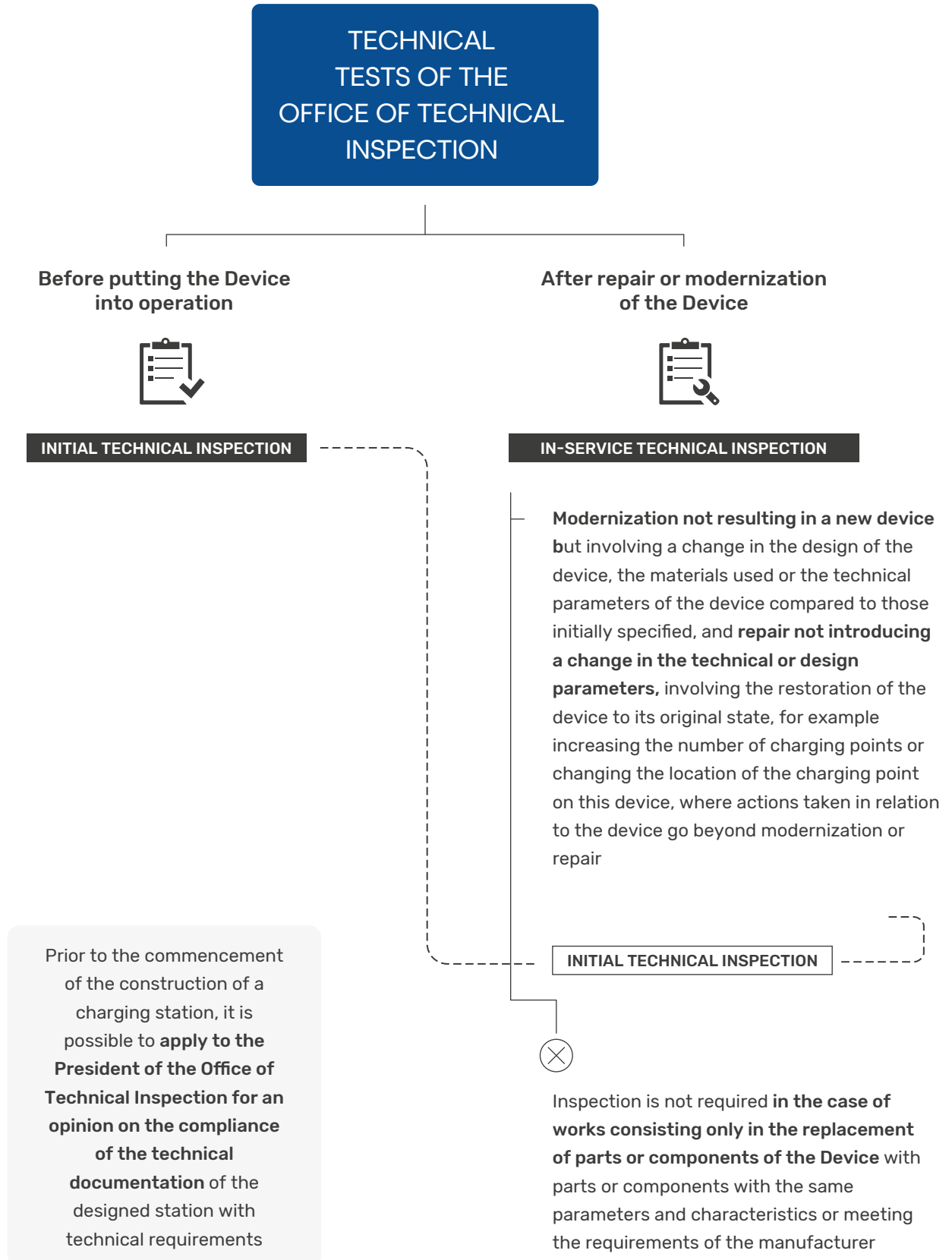
Requirements for output sockets or vehicle plugs

Publicly accessible stations

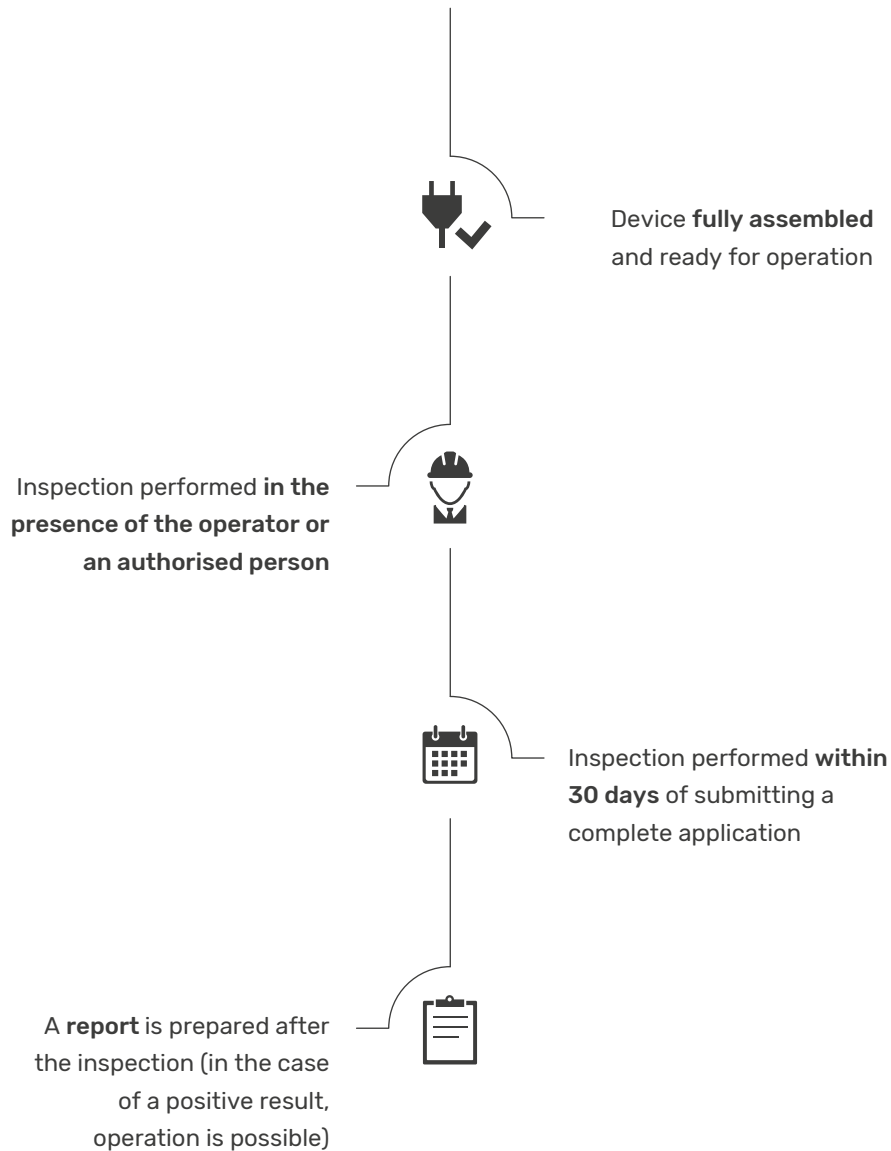




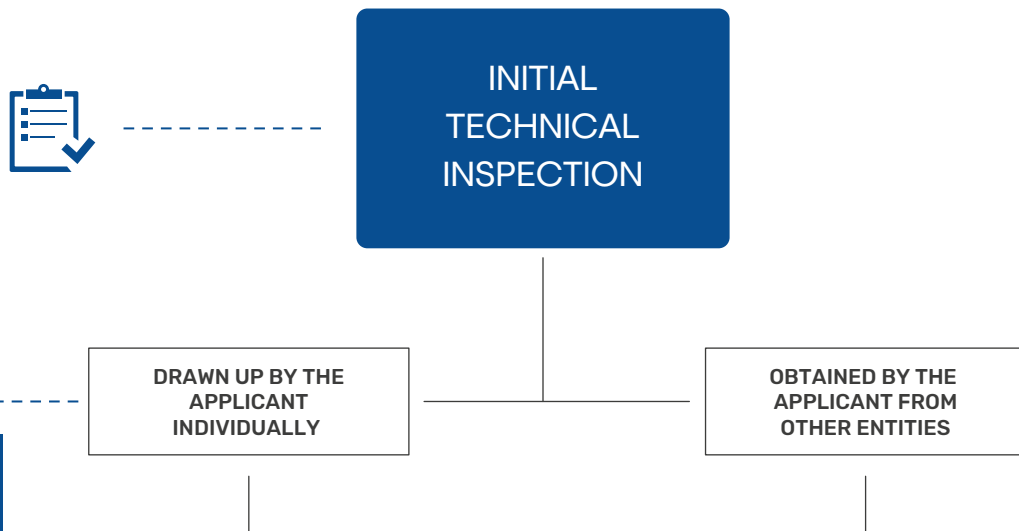
TECHNICAL INSPECTION



RULES FOR CARRYING OUT TECHNICAL INSPECTION



Appendices to the application for carrying out



APPENDIX 1
to the report

Application for initial inspection

APPENDIX 2
to the report

Power of Attorney to represent the operator (if applicable) – private individual (version 2A), legal person (version 2B)

APPENDIX 3
to the report

Technical description of the device

APPENDIX 4
to the report

User manual of the device in Polish

APPENDIX 5
to the report

Maintenance manual of the device in Polish

APPENDIX 6
to the report

Certification of correct installation

APPENDIX 7
to the report

Drawing with a description of the location of the Device and a description of the protection of the Device against mechanical damage and of the method for rainwater discharge, if the environmental conditions of the Device so require

Załącznik 8
do Raportu

Power supply diagram for the Device

Applicant's registration documents (KRS or CEiDG) – available online

- > <https://ekrs.ms.gov.pl/web/wyszukiwarka-krs/strona-glowna/>
- or
- > <https://prod.ceidg.gov.pl/ceidg/ceidg.public.ui/search.aspx>

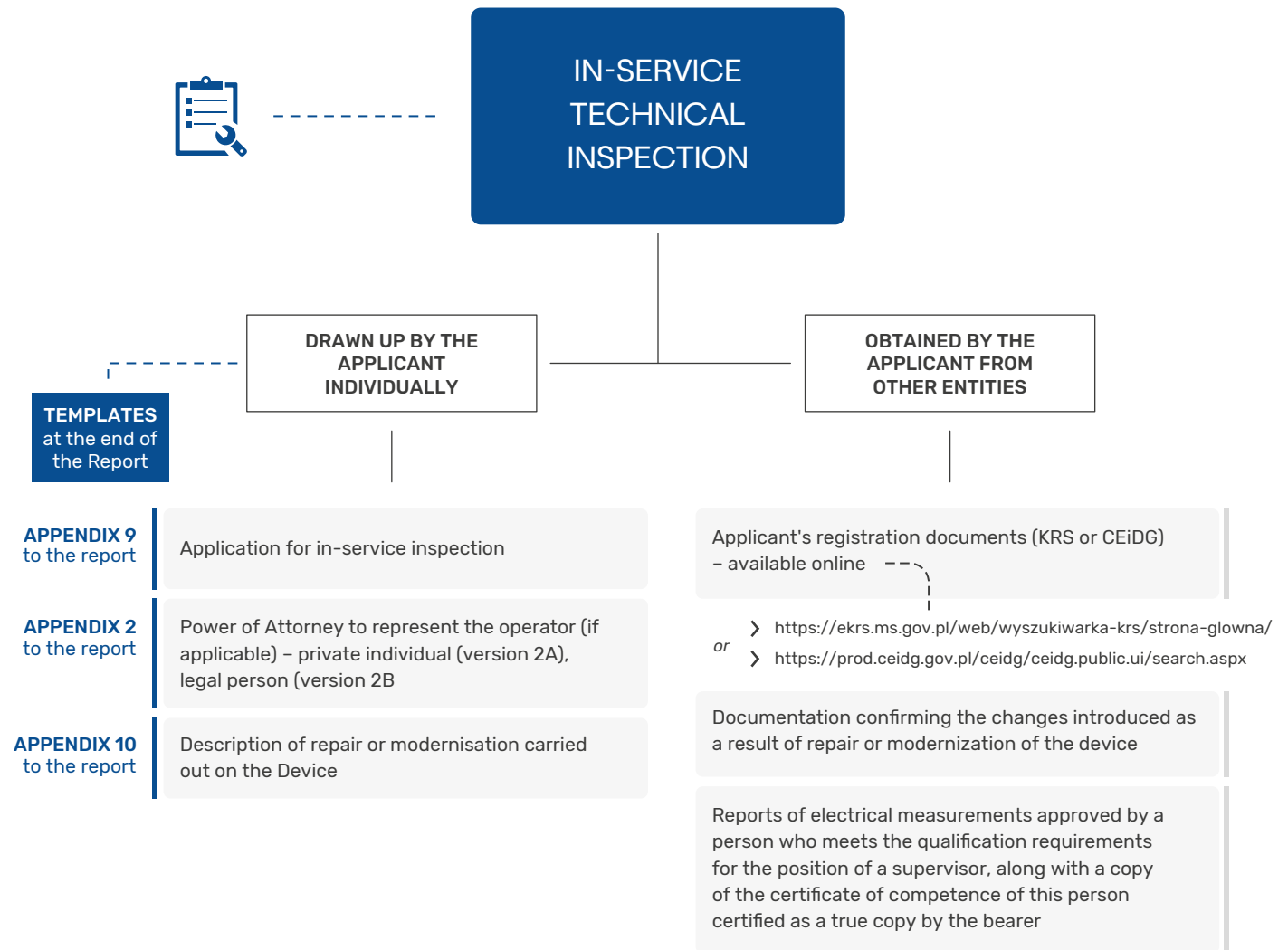
EU declaration of conformity – issued by the manufacturer

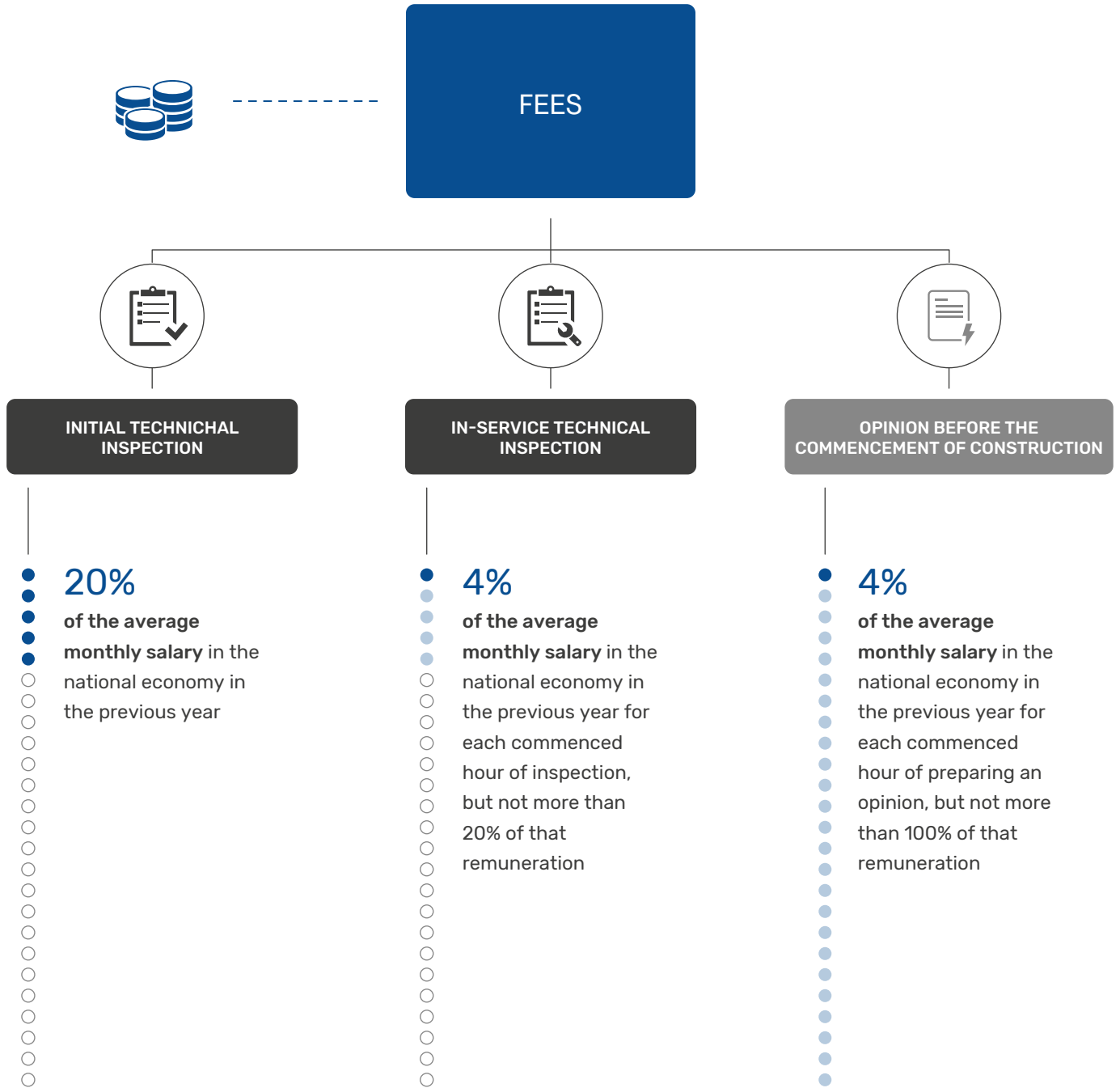
Approved reports of electrical measurements along with a copy of the certificate of competence of the person approving the reports of electrical measurements certified by him as a true copy – issued by a licenced person

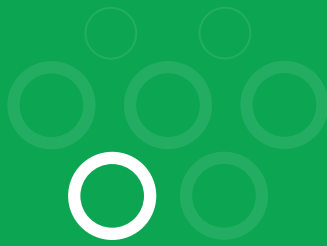
A copy of the technical acceptance report of the electrical installation or the electrical power connection – issued by an authorized person or energy distributor

Opinion on meeting the fire protection requirements – issued by a fire protection advisor

Appendices to the application for carrying out










ACCEPTANCE PROCEDURE

BEFORE THE CONSTRUCTION IS COMMENCED

ENTITIES INTENDING TO OPERATE CHARGING STATIONS
MAY CHOOSE TO REQUEST AN OPINION (OPTIONAL)

 ENTITY	 ACTIVITY	 DEADLINE
APPLICANT	<p>Preparation of an application to the President of the Office of Technical Inspection for issuing an opinion on the compliance of the technical documentation of the designed charging station with technical requirements (at least appendices 3-5 to the Report, appendices 7-8 to the Report and the CE declaration of conformity)</p> <p style="text-align: center;">▼</p> <p>Złożenie wniosku do Prezesa UDT o wydanie opinii w zakresie zgodności dokumentacji technicznej projektowanej stacji ładowania z wymogami technicznymi</p> <p style="text-align: center;">▼</p>	<p>Before the commencement of the construction</p>
PRESIDENT OF THE OFFICE OF TECHNICAL INSPECTION	<p>Issue of an opinion on the compliance of the technical documentation of the designed charging station with technical requirements</p> <p style="text-align: center;">▼</p>	<p>30 days from the date of submitting the application</p>
APPLICANT	<p>Payment of the fee for issuing an opinion by the President of the Office of Technical Inspection</p>	<p>After issuing the opinion</p>

**INITIAL TECHNICAL INSPECTION
BEFORE LAUNCHING THE INFRASTRUCTURE**

MANDATORY FOR THOSE INTENDING TO OPERATE CHARGING STATIONS AND PUBLIC ROAD TRANSPORT CHARGING INFRASTRUCTURE



 ENTITY	 ACTIVITY	 DEADLINE
INFRASTRUCTURE OPERATOR	Preparation of the Device for inspection – fully assembled and ready for operation ✓	Before the submission of an application
	Registration in the Register of Alternative Fuels Infrastructure in the case of publicly accessible charging stations ✓	
	Preparation of a complete application with relevant appendices as specified in the Act and the Regulation ✓	
	Submission of an application to the President of the Office of Technical Inspection for initial technical inspection ✓	
INSPECTOR OF THE OFFICE OF TECHNICAL INSPECTION	Verification of the completeness of the documentation attached to the application for inspection and verification, on the basis of the submitted documentation, of the compliance of the Device with technical requirements specified in the regulations and operating manual ✓	30 days from the date of submitting a complete application
INSPECTOR OF THE OFFICE OF TECHNICAL INSPECTION IN THE PRESENCE OF THE OPERATOR	Visual inspection of the infrastructure and random measurements, functional tests or load tests (if an inspector of the Office of Technical Inspection decides that it is necessary) ✓	
	Preparation of a report on completed inspections (in the case of a positive result, the procedure is completed and the inspection report is a document permitting operation) ✓	
	Issue of a decision to suspend use of the infrastructure (if it fails to meet technical requirements) ✓	Immediately, usually immediately after the inspection
INFRASTRUCTURE OPERATOR	Re-submission of an application to the President of the Office of Technical Inspection for initial technical inspection ✓	After removal of non-conformities
APPLICANT	Payment of the fee for the initial technical inspection conducted by the President of the Office of Technical Inspection ✓	After inspection

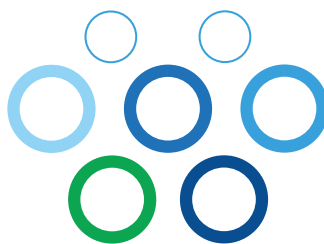
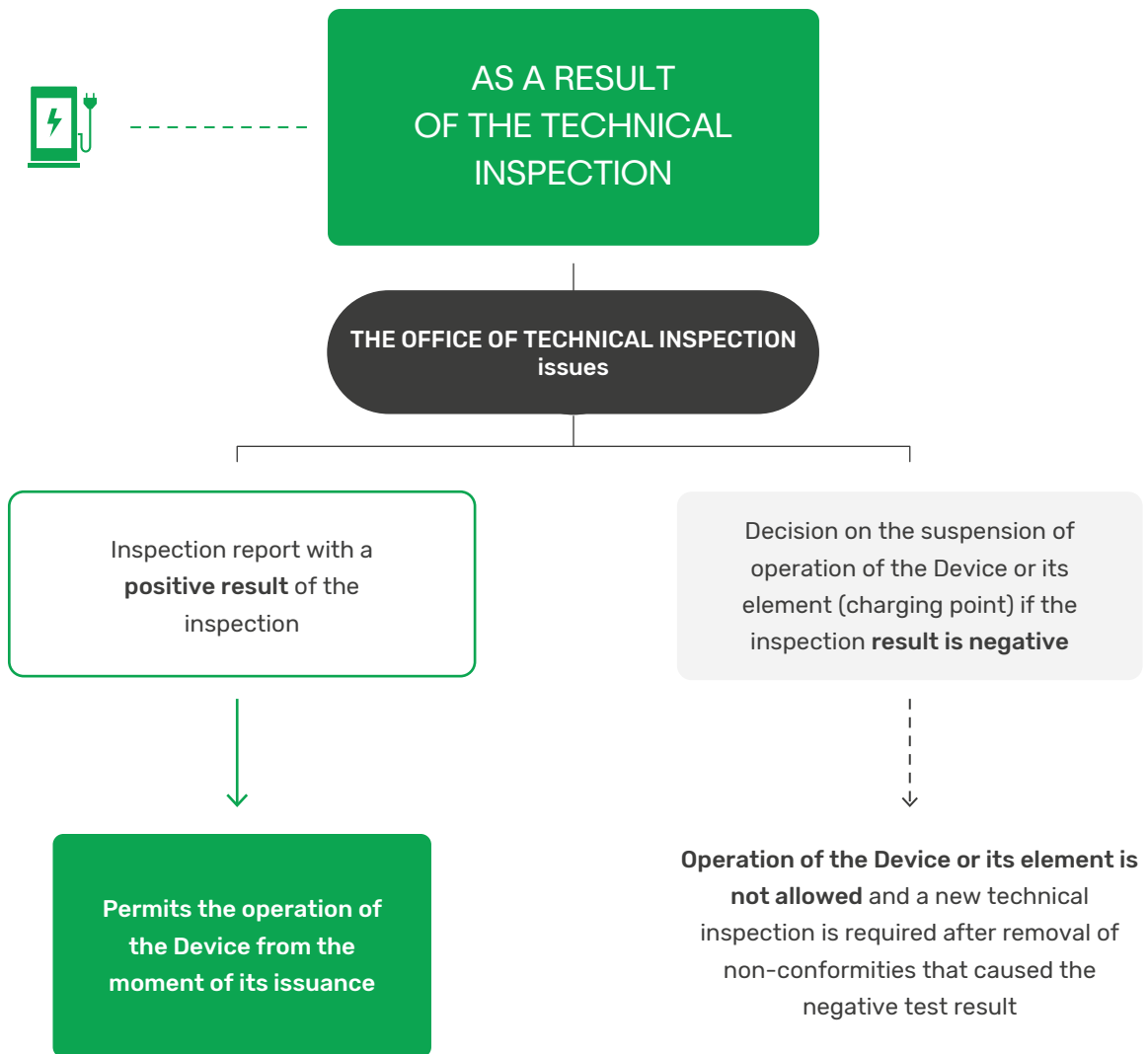
IN-SERVICE TECHNICAL INSPECTION

BEFORE PUTTING INFRASTRUCTURE INTO OPERATION AFTER EACH REPAIR OR MODERNIZATION

MANDATORY FOR OPERATORS OF BOTH CHARGING STATIONS AND PUBLIC ROAD TRANSPORT CHARGING INFRASTRUCTURE

 ENTITY	 ACTIVITY	 DEADLINE
INFRASTRUCTURE OPERATOR	Preparation of the Device for inspection – fully assembled and ready for operation ✓	Before the submission of an application
	Preparation of a complete application with relevant appendices as specified in the Act and the Regulation ✓	
	Submission of an application to the President of the Office of Technical Inspection for in-service technical inspection ✓	Before the commencement of operation
INSPECTOR OF THE OFFICE OF TECHNICAL INSPECTION	Verification of the completeness of the documentation attached to the application for inspection and verification, on the basis of the submitted documentation, of the compliance of the Device with technical requirements specified in the regulations and operating manual ✓	30 days from the date of submitting a complete application
INSPECTOR OF THE OFFICE OF TECHNICAL INSPECTION IN THE PRESENCE OF THE OPERATOR	Visual inspection of the infrastructure and random measurements, functional tests or load tests (if an inspector of the Office of Technical Inspection decides that it is necessary) ✓	
	Preparation of a report on conducted inspection (in the case of a positive result, the procedure is completed and the inspection report is a document permitting operation) ✓	During inspection
	Issue of a decision to suspend use of the infrastructure (if it fails to meet technical requirements) ✓	Immediately, usually immediately after inspection
APPLICANT	Payment of the fee for the in-service technical inspection conducted by the President of the Office of Technical Inspection ✓	After inspection
INFRASTRUCTURE OPERATOR	Re-submission of an application to the President of the Office of Technical Inspection for initial technical inspection (in the case of non-conformities) ✓	After removal of non-conformities

Technical inspection result



APPENDICES

INITIAL TECHNICAL INSPECTION

APPENDIX NO. 1 – Application for initial inspection

DT-3/KF/2-01/Issue 1.00

OFFICE OF TECHNICAL INSPECTION
Branch / Office in

Application for initial inspection

before launching a charging station or a charging point that is part of the public road transport charging infrastructure

Pursuant to Article 16(3) of the Act on Electromobility and Alternative Fuels of 11 January 2018 (Dz. U. item 317as amended), hereinafter referred to as the "Act", I request a technical inspection (mark with an X as appropriate) of:

- a charging station *)
(to the above mentioned type of station the provisions of Article 3 of the Act should apply respectively)
- a publicly accessible charging station
(to the above mentioned type of station the provisions of Article 3 of the Act should apply respectively)
- a charging point which is part of the public road transport charging infrastructure

*) **Note!** A charging station can consist of one or several devices controlled by **one user interface**. Thus, the following principle applies: one user interface = one charging station, irrespective of the number of devices.

1. Operator's data

Status of the entity (mark an X where appropriate):

- operator of a publicly accessible charging station
- operator of a charging station other than a publicly accessible charging station or public road transport charging infrastructure

applicant's name

operator's EIPA [Register of Alternative Fuels Infrastructure] number prefix, e.g. 'PL-XYZ-' (if applicable)

street, building No., flat No.

postal code, town/city

NIP

phone No.

e-mail address

Name and surname of person preparing the application

Phone No.

E-mail address

Mailing address (if different from the above)

The cost of inspection will be invoiced to the operator of a publicly accessible charging station or the operator of a charging station other than a publicly accessible charging station or public road transport charging infrastructure

1 of 4

INITIAL TECHNICAL INSPECTION

APPENDIX NO. 1 – Application for initial inspection

DT-3/KF/2-01/Issue 1.00

2. The installation address or a description of the installation site permitting the location of the notified device

The device is within the Trans-European Network for Transport (TEN-T)

(identification of (name of) Motorway Service Area on a given motorway or expressway and direction)

3. Technical data of a charging station / public transport road charging infrastructure

Type (brand name/model):

Manufacturer's serial number:

Number of charging points:

Number of parking spaces:

(number of sockets/plugs that permit simultaneous charging of vehicles, corresponding to the number of parking spaces)

INITIAL TECHNICAL INSPECTION**APPENDIX NO. 1 – Application for initial inspection**

DT-3/KF/2-01/Issue 1.00

Appendices:

1. Applicant's registration documents (KRS or CEIDG)
2. Power of attorney to represent the operator of a publicly accessible charging station operator/ a charging station other than a publicly accessible charging station or public road transport charging infrastructure (if applicable)
3. Technical description of the device
4. Declaration of conformity as defined in Article 5(10) of the Act of 30 August 2002 on the conformity assessment system (Dz. U. 2019, item 155)
5. Operating manual of the device in Polish
6. Certificate of correct installation, a template of which is attached to the regulation
7. Reports of electrical measurements approved by a person meeting the qualification requirements for the position of a supervisor, referred to in the regulations issued on the basis of Article 54(6) of the Act of 10 April 1997 – Energy Law, along with a copy of the certificate of competence of this person certified as a true copy by the bearer
8. Drawing with a description of
 - a. the location of the device, in particular in relation to traffic areas, pedestrian traffic, parking spaces for vehicle charging, explosion hazard zones,
 - b. protection of the device against mechanical damage and of the method for rainwater discharge, if the environmental conditions of the device so require
9. Power supply diagram for the device, in particular indicating the equipment of the charging point permitting the connection of the vehicle to the charging point and the consumption of electricity by the vehicle (supply equipment), the size and type of protection, the kind and type of power supply cables
10. A copy of the report of technical acceptance of the electrical installation or electrical power connection
11. Opinion on meeting the fire protection requirements issued by a fire protection advisor

.....

name and surname of person authorized to file an application*	place, date	signature
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* In the case of a person authorized to submit the application on the basis of a power of attorney, please enclose the relevant power of attorney

INITIAL TECHNICAL INSPECTION

APPENDIX NO. 1 – Application for initial inspection

DT-3/KF/2-01/Issue 1.00

The information regime resulting from Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).**)

1. The Controller of your personal data is the President of the Office of Technical Inspection with its registered office in Warsaw, ul. Szczęśliwicka 34, post code 02-353.
2. Contact with the Data Protection Officer, appointed by the Data Controller, is possible via e-mail (address: iod@udt.gov.pl).
3. Your personal data will be processed for the purpose of execution of the application for initial inspection pursuant to Article 6(1)(e) of the General Data Protection Regulation, in connection with Article 16(3) of the Act of 11 January 2018 on Electromobility and Alternative Fuels.
4. The recipients of your personal data will be only entities provided for by the provisions of generally applicable law and employees of the Office of Technical Inspection.
5. Your personal data will be processed for the period necessary to execute the application, taking into account the requirements arising from the provisions of law.
6. You have the right to access your data and the right to rectify, delete, restrict processing thereof, the right to data portability (if applicable), the right to object.
7. You have the right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of personal data concerning you violates the provisions of the General Data Protection Regulation.
8. Providing personal data is voluntary; however, it is a condition for the execution of the application.

** The person to whom the personal data belongs declares that he/she has read the information on their processing

INITIAL AND OPERATIONAL TECHNICAL INSPECTION**APPENDIX NO. 2 – Power of attorney to represent the operator (natural person)
(version 2A)**

DT-3/KF/2-01a/Issue 1.00

.....
(place, date)**GENERAL POWER OF ATTORNEY****of the operator of a publicly accessible charging station or the operator of a charging station other than a
publicly accessible charging station or public road transport charging infrastructure**

I (We), the undersigned,

running a business named:

.....
(name of entity).....
(address: street, building No., flat No., postal code, town/city)

NIP:

hereby grant this power of attorney to

.....
(name or first and surname of the proxy).....
(address: street, building No., flat No., postal code, town/city)NIP:, KRS²:

to represent

.....
(name of entity)before the Office of Technical Inspection with regard to an application for **initial technical inspection** – before launching the charging station or public road transport charging infrastructure / **operational technical inspection** – in the case of repair or modernization of charging station or public road transport charging infrastructure¹ and **incurring financial obligations within the said scope¹**......
Signature(s) of the person(s) granting the power of attorney

Appendices

1. Registration documents of the entrepreneur(s) granting the power of attorney (CEIDG)

¹ Delete as appropriate

² If applicable

INITIAL AND OPERATIONAL TECHNICAL INSPECTIONAPPENDIX NO. 2 – Power of attorney to represent the operator (legal entity)
(version 2B)

DT-3/KF/2-01b/Issue 1.00

.....
(place/date)**GENERAL POWER OF ATTORNEY****of the operator of a publicly accessible charging station or the operator of a charging station other than a publicly accessible charging station or public road transport charging infrastructure¹**

I (We), the undersigned,

.....
(name, surname, position held).....
(name of entity being represented).....
(address: street, building No., flat No., postal code, town/city)NIP:, KRS²:

hereby grant this power of attorney to

.....
(business name or first name and surname of the proxy).....
(address: street, building No., flat No., postal code, town/city)NIP:, KRS²:

to represent

(name of entity being represented)

before the Office of Technical Inspection with regard to an application for **initial technical inspection** – before putting into operation the charging station or public road transport charging infrastructure / **operational technical inspection** – in the case of repair or modernization of charging station or public road transport charging infrastructure¹ and incurring financial obligations within the said scope¹.....
Signature(s) of authorized persons

Appendices

1. Registration documents of the entity granting the power of attorney (KRS, etc.)

¹ Delete as appropriate² If applicable

INITIAL TECHNICAL INSPECTION

APPENDIX NO. 3 – Technical description of Device

TECHNICAL DESCRIPTION OF DEVICE

(applies to a specific device at the installation site)

Type of device	
A charging station (other than a publicly accessible charging station)	<input type="checkbox"/>
A publicly accessible charging station	<input type="checkbox"/>
A charging point which is part of the public road transport charging infrastructure	<input type="checkbox"/>

Put only one **X** in the appropriate box

Device technical data	
Type	<input type="text"/>
	Enter device type
Manufacturer's serial number	<input type="text"/>
	Enter the manufacturer's serial number from the descriptive plate of the device
Number of charging points	<input type="text"/>
	Number of sockets/plugs that permit simultaneous charging of vehicles, corresponding to the number of parking spaces
Year of construction	<input type="text"/>
	Enter the year of manufacture of the device
EIPA identifier of the charging base	<input type="text"/>
	Applies to publicly accessible charging stations The EIPA identifier is assigned during the registration of a publicly accessible charging station in the Register of Alternative Fuels Infrastructure, which must be registered before filling in the application form

INITIAL TECHNICAL INSPECTION

APPENDIX NO. 3 – Technical description of Device

Electrical input parameters – for charging point 1

EIPA identifier of charging base 1			
	Applies to publicly accessible charging stations		
Output voltage range			
	Expressed in V		
Output voltage type			
	AC or DC		
Maximum charging current			
	Expressed in A		
Connector type	Plug <input type="checkbox"/>	Socket <input type="checkbox"/>	
TYPE 2 connector compliant with PN-EN-62196-2			<input type="checkbox"/>
COMBO 2 connector compliant with PN-EN-62196-3			<input type="checkbox"/>
Another connector <i>(give the name of connector type)</i>			<input type="checkbox"/>
	Put an X in the appropriate box		

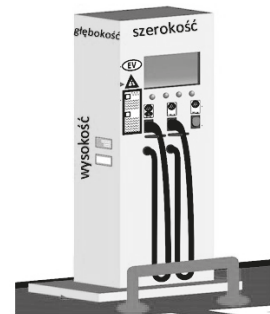
Electrical input parameters – for charging point 2**Note:** For more charging points, duplicate the table

EIPA identifier of charging base 2			
	Applies to publicly accessible charging stations		
Output voltage range			
	Expressed in V		
Output voltage type			
	AC or DC		
Maximum charging current			
	Expressed in A		
Connector type	Plug <input type="checkbox"/>	Socket <input type="checkbox"/>	
TYPE 2 connector compliant with PN-EN-62196-2			<input type="checkbox"/>
COMBO 2 connector compliant with PN-EN-62196-3			<input type="checkbox"/>
Other connector <i>(give the name of connector type)</i>			<input type="checkbox"/>
	Put an X in the appropriate box		

INITIAL TECHNICAL INSPECTION

APPENDIX NO. 3 – Technical description of Device

Electrical input parameters	
Connection power	<input type="text"/>
	Expressed in kW
Rated mains voltage	<input type="text"/>
	Expressed in V
Mains supply system	<input type="text"/>
	Indicate the type of mains system, if applicable
Other information concerning the device at the site of installation	
IP code	<input type="text"/>
Device dimensions	
Height	<input type="text"/>
	Enter the height in mm
Width	<input type="text"/>
	Enter the width in mm
Depth	<input type="text"/>
	Enter the depth in mm
Installation height of the user interface above the ground	<input type="text"/>
	If installed, expressed in mm
Ambient temperature range in which the device can operate	<input type="text"/>
	Min. and max. temperature value expressed in degrees Celsius
Longitude and latitude of the location of the device	<input type="text"/>
	Expressed in accordance with spatial reference system (WGS84)



INITIAL TECHNICAL INSPECTION**APPENDIX NO. 4 – Device User Manual (document provided by the manufacturer)**

The form presents the scope of information that must be included in the manufacturer's document

Applicant	
	Applicant's full name, including legal form
Date of application	
	Date dd/mm/yyyy/
Manufacturer's serial number	
	Enter the manufacturer's serial number of the device according to the descriptive plate

Device
Describe the device

Available charging modes			
Mode 1	<input type="checkbox"/>	Mode 2	<input type="checkbox"/>
		Mode 3	<input type="checkbox"/>
		Mode 4	<input type="checkbox"/>
according to PN-EN 61851-1		Put an X in the appropriate box	
Describe AC charging modes	Describe DC charging modes		

Devices for signaling device status and availability
Describe the devices for signaling and availability

INITIAL TECHNICAL INSPECTION**APPENDIX NO. 4 – Device User Manual (document provided by the manufacturer)**

The form presents the scope of information that must be included in the manufacturer's document

Activities related to starting, operating and stopping the device**Starting the device**

Describe the activities involved in starting the device

Operation of the device

Describe the activities involved in operating the device

Stopping the device

Describe the activities involved in stopping the device

Stopping the device in emergency

Describe the activities involved in stopping the device in emergency

Charging instructions

Describe the activities connected with charging an electric vehicle or attach a document with a pictograph

Procedures in the case of flaws or disruptions

Describe the procedure

INITIAL TECHNICAL INSPECTION**APPENDIX NO. 4 – Instrukcja obsługi Urządzenia (dokument dostarczany przez producenta)**

The form presents the scope of information that must be included in the manufacturer's document

Procedures in the event of a fire of the installation

Describe the procedure

Conditions for safe operation of the device

Describe the principles of safe operation

Hazards arising from improper use of the device

Describe hazards arising from improper use of the device

Other requirements to be met by the device**Occupational Health and Safety**

Describe how the device meets health and safety requirements

Environmental protection

Describe how the device meets environmental protection requirements

Fire protection

Describe how the device meets fire protection requirements

INITIAL TECHNICAL INSPECTION

APPENDIX NO. 5 – Service manual of the Device (document provided by the manufacturer)
The form presents the scope of information that must be included in the manufacturer's document

Applicant	
	Applicant's full name, including legal form
Date of application	
	Date dd/mm/yyyy
Manufacturer's serial number	
	Enter the manufacturer's serial number of the device according to the descriptive plate
Device maintenance	
	Describe how to maintain the device
Repair and replacement instructions for subassemblies and parts	
	Describe repair and replacement instructions for components and parts of the device
Troubleshooting measures	
	Describe the measures
Checking the condition of the device	
	Describe how to check the condition of the device, including safety features
Electrical measurements	
	Describe how to perform electrical measurements
Deadlines for performing the measurements	
	Describe the frequency or deadlines of measurements
Scope of checks	
	Describe the scope of measurements

INITIAL TECHNICAL INSPECTION

APPENDIX NO. 5 – Service manual of the Device (document provided by the manufacturer)
The form presents the scope of information that must be included in the manufacturer's document

Functional tests to check the functioning of safety components

Describe how the tests are to be carried out

Deadlines for performing the tests

Describe the frequency or deadlines of tests

Scope of tests

Describe the scope of tests

Conditions for the performance of tests

Describe the conditions under which the tests should be performed

Acceptance of tests

Describe the criteria of accepting the tests

Deadlines for maintenance inspection

Describe the frequency or deadlines of maintenance inspection

Appendices

1. The wiring diagram necessary to maintain and repair the device and to check its correct functioning

INITIAL TECHNICAL INSPECTION**APPENDIX NO. 6 – Certification of correct installation**

Annex to the Regulation of the Minister of Energy of 26 June 2019 (item 1316)

Certification of correct installation

I declare that	
A charging station <input type="checkbox"/>	A charging point which is part of the public road transport charging infrastructure <input type="checkbox"/>

Put an **X** in the appropriate box

With the following manufacturer's serial number	
---	--

Enter the manufacturer's serial number from the descriptive plate of the device

located in	
------------	--

Enter address or, if not possible, other information regarding the location

was installed in accordance with the manufacturer's instructions or those of his authorized representative No.
--

Name and registered address of the device installer:

Device installer	
------------------	--

Address of the device installer	
---------------------------------	--

Name and surname of person authorized to issue the certification:

Person authorized to issue the certification	
--	--

--

Place, date

--

Signature of person issuing the certification

INITIAL TECHNICAL INSPECTION

APPENDIX NO. 7 – Drawing and description of the security location

Applicant

Applicant's full name, including legal form

Date of application

Date dd/mm/yyyy

Manufacturer's serial number

Enter the manufacturer's serial number of the device according to the descriptive plate

Drawing of the location of the device and the security measures applied

Make a suitable drawing or attach a document with a drawing and description

Description of the location of the device

Draw a description of the location of the device, in particular in relation to traffic areas, pedestrian traffic, parking spaces for vehicle charging, explosion danger zones (if no description is given on the drawing above or a drawing with a description is enclosed)

Description of the security measures applied

Prepare appropriate drawings with a description of the applied protection of the device against mechanical damage and the method for rainwater discharge, if the environmental conditions of the device so require

INITIAL TECHNICAL INSPECTION

APPENDIX NO. 8 – Power supply diagram for the device

Applicant

Applicant's full name, including legal form

Date of application

Date dd/mm/yyyy

Manufacturer's serial number

Enter the manufacturer's serial number of the device according to the descriptive plate

Power supply diagram for the device

Make a suitable drawing with a description or attach a document with a drawing and description

Additional information

Enter additional information, if applicable

OPERATIONAL TECHNICAL INSPECTION

APPENDIX NO. 9 – Application for in-service inspection

DT-3/KF/2-02/Issue 2.00

OFFICE OF TECHNICAL INSPECTION
Branch / Office in**Application for in-service inspection**

Pursuant to Article 16(3) of the Act on Electromobility and Alternative Fuels of 11 January 2018 (Dz. U. item 317as amended), hereinafter referred to as the "Act", I request a technical inspection (mark with an **X** as appropriate) of:

a charging station^{*)}
(to the above mentioned type of station the provisions of Article 3 of the Act should apply respectively)

a publicly accessible charging station
(to the above mentioned type of station the provisions of Article 3 of the Act should apply respectively)

a charging point which is part of the public road transport charging infrastructure

^{*)} **Note!** A charging station can consist of one or several devices controlled by **one user interface**. Thus, the following principle applies: one user interface = one charging station, irrespective of the number of devices.

The inspection referred to above applies to (mark with an **X** where appropriate):

in-service technical inspection – after repair

in-service technical inspection – after modernization

Registration number of the device to which the repair/modernization applies

1. Operator's data

Status of the entity (mark an **X** where appropriate):

operator of a publicly accessible charging station

operator of a charging station other than a publicly accessible charging station or public road transport charging infrastructure

Applicant's name

operator's EIPA [Register of Alternative Fuels Infrastructure] number prefix, e.g. 'PL-XYZ-' (if applicable)

Street, Building No., Flat No.

Postal code, town/city

NIP

nr telefonu

adres email

Name and surname of person preparing the application

Phone No.

E-mail address

Mailing address (if different from the above)

The cost of inspection will be invoiced to the operator of a publicly accessible charging station or the operator of a charging station other than a publicly accessible charging station or public road transport charging infrastructure

1 of 4

OPERATIONAL TECHNICAL INSPECTION

APPENDIX NO. 9 – Application for in-service inspection

DT-3/KF/2-02/Issue 2.00

2. The installation address of the device or a description of the installation site permitting the location of the notified device

The device is within the Trans-European Network for Transport (TEN-T)

(identification of (name of) Motorway Service Area on a given motorway or expressway and direction)

3. Technical data of a charging station / public transport road charging infrastructure

Type (brand name/model):

Manufacturer's serial number:

Number of charging points:

Number of parking spaces:

(number of sockets/plugs that permit simultaneous charging of vehicles, corresponding to the number of parking spaces)

OPERATIONAL TECHNICAL INSPECTION

APPENDIX NO. 9 – Application for in-service inspection

DT-3/KF/2-02/Issue 2.00

Appendices:

1. Applicant's registration documents (KRS or CEIDG)
2. Power of attorney to represent the operator of a publicly accessible charging station operator/ a charging station other than a publicly accessible charging station or public road transport charging infrastructure (if applicable)
3. Technical description of the device
4. Description of repair or modernization carried out on the device
5. Documentation confirming the changes introduced as a result of repair or modernization of the device
6. Reports of electrical measurements approved by the person meeting the qualification requirements for the position of a supervisor, referred to in the regulations issued on the basis of Article 54(6) of the Act of 10 April 1997 – Energy Law, along with a copy of the certificate of competence of this person certified as a true copy by the bearer

.....
 name and surname of person
 authorized to file an application*

.....
 place, date

.....
 signature

* In the case of person authorized to submit the application on the basis of a power of attorney, please enclose the relevant power of attorney

OPERATIONAL TECHNICAL INSPECTION

APPENDIX NO. 9 – Application for in-service inspection

DT-3/KF/2-02/Issue 2.00

The information regime resulting from Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).**)

1. The Controller of your personal data is the President of the Office of Technical Inspection with its registered office in Warsaw, ul. Szczęśliwicka 34, post code 02-353.
2. Contact with the Data Protection Officer, appointed by the Data Controller, is possible via e-mail (address: iod@udt.gov.pl).
3. Your personal data will be processed for the purpose of execution of the application for initial inspection pursuant to Article 6(1)(e) of the General Data Protection Regulation, in connection with Article 16(3) of the Act of 11 January 2018 on Electromobility and Alternative Fuels.
4. The recipients of your personal data will be only entities provided for by the provisions of generally applicable law and employees of the Office of Technical Inspection.
5. Your personal data will be processed for the period necessary to execute the application, taking into account the requirements arising from the provisions of law.
6. You have the right to access your data and the right to rectify, delete, restrict processing thereof, the right to data portability (if applicable), the right to object.
7. You have the right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of personal data concerning you violates the provisions of the General Data Protection Regulation.
8. Providing personal data is voluntary; however, it is a condition for the execution of the application.

** The person to whom the personal data belongs declares that he/she has read the information on their processing

OPERATIONAL TECHNICAL INSPECTION

APPENDIX NO. 10 – Description of repair or modernization carried out on the Device

Applicant	
	Applicant's full name, including legal form
Date of application	
	Date dd/mm/yyyy
Manufacturer's serial number	
	Enter the manufacturer's serial number of the device according to the descriptive plate
Description of repair or modernization	
<div style="border: 1px solid black; height: 300px;"></div>	

Make an appropriate description of the activities

OPINION ON THE COMPLIANCE OF THE TECHNICAL DOCUMENTATION

APPENDIX NO. 11 – Application for issuance of an opinion

DT-3KF/2-03/Issue 1.00

OFFICE OF TECHNICAL INSPECTION
Branch / Office in

Application for issuance of an opinion on the compliance of the technical documentation of the designed charging station with technical

Pursuant to Article 15(1) of the Act on Electromobility and Alternative Fuels of 11 January 2018 (Dz. U. item 317 as amended), hereinafter referred to as the “Act”, I apply for an opinion regarding the compliance of the technical documentation of the designed station with technical requirements specified in Article 13 and in regulations issued pursuant to Article 17 of the Act (mark an **X** as appropriate):

- a designed charging station^{*)}
(to the above mentioned type of station the provisions of Article 3 of the Act should apply respectively)
- a designed publicly accessible charging station ^{*)}
(to the above mentioned type of station the provisions of Article 3 of the Act should apply respectively)
- a charging point which is part of the public road transport charging infrastructure

^{*)} **Note!** A charging station can consist of one or several devices controlled by **one user interface**. Thus, the following principle applies: one user interface = one charging station, irrespective of the number of devices.

1. Applicant's data

applicant's name		
street, building No., flat No.	postal code, town/city	
NIP	phone No	e-mail address
Name and surname of person preparing the application	Phone No.	E-mail address
Mailing address (if different from the above)		

2. The planned installation address of the device or a description of the installation site permitting the location

OPINION ON COMPLIANCE OF TECHNICAL DOCUMENTATION

APPENDIX NO. 11 – Application for an opinion

DT-3KF/2-03/Issue 1.00

3. Technical data of charging station

Type (brand name/model):

Manufacturer's serial number:

Number of charging points:

*(number of sockets/plugs that permit simultaneous charging of vehicles, corresponding to the number of parking spaces)***Schedules:**

1. Technical description of the device
2. Declaration of conformity as defined in Article 5(10) of the Act of 30 August 2002 on the conformity assessment system (Dz. U. 2019, item 155)
3. Operating manual of the device in Polish
4. Drawing with a description of
 - a. the location of the device, in particular in relation to traffic areas, pedestrian traffic, parking spaces for vehicle charging, explosion hazard zones,
 - b. protection of the device against mechanical damage and of the method for rainwater discharge, if the environmental conditions of the device so require
5. Power supply diagram for the device, in particular indicating the equipment of the charging point permitting the connection of the vehicle to the charging point and the consumption of electricity by the vehicle (supply equipment), the size and type of protection, the kind and type of power supply cables
6. A copy of the report of technical acceptance of the electrical installation or electrical power connection
7. Opinion on meeting the fire protection requirements issued by a fire protection advisor

.....
 name and surname of person
 authorized to file an application

.....
 place, date

.....
 signature

OPINION ON COMPLIANCE OF TECHNICAL DOCUMENTATION

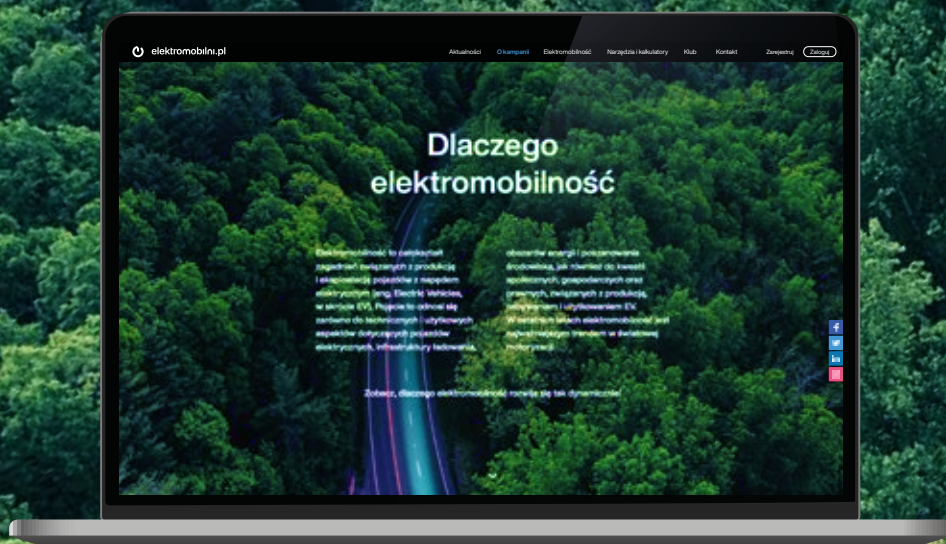
APPENDIX NO. 11 – Application for an opinion

DT-3KF/2-03/Issue 1.00

The information regime resulting from Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).**)

1. The Controller of your personal data is the President of the Office of Technical Inspection with its registered office in Warsaw, ul. Szczęśliwicka 34, post code 02-353.
2. Contact with the Data Protection Officer, appointed by the Data Controller, is possible via e-mail (address: iod@udt.gov.pl).
3. Your personal data will be processed for the purpose of execution of the application for initial inspection pursuant to Article 6(1)(e) of the General Data Protection Regulation, in connection with Article 16(3) of the Act of 11 January 2018 on Electromobility and Alternative Fuels.
4. The recipients of your personal data will be only entities provided for by the provisions of generally applicable law and employees of the Office of Technical Inspection.
5. Your personal data will be processed for the period necessary to execute the application, taking into account the requirements arising from the provisions of law.
6. You have the right to access your data and the right to rectify, delete, restrict processing thereof, the right to data portability (if applicable), the right to object.
7. You have the right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of personal data concerning you violates the provisions of the General Data Protection Regulation.
8. Providing personal data is voluntary; however, it is a condition for the execution of the application.

** The person to whom the personal data belongs declares that he/she has read the information on their processing

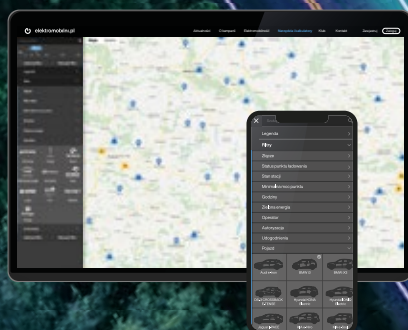


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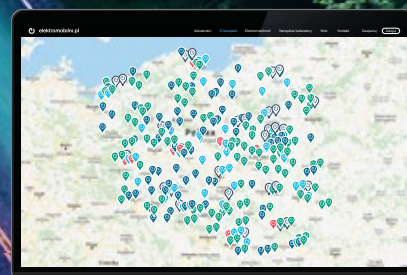
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