

# Assessing your business's needs

Helping you incorporate hybrid and EVs into your fleet.



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Define your needs.	Yes	No	N/A
Have you confirmed how new vehicles will be used? Define how far they will travel, how often they will be used, whether four-wheel drive is required, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based off how vehicles will be used, do you know what type of vehicles are required (EV/hybrid)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will vehicles be charged at business premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any staff members requiring an EV charger installed in their home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a plan or training in place to support employees to use the new vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Identify how vehicles will be used to inform decision making.

Charging at the business premises.	Yes	No	N/A
Do you own the business premises and are aware of any legal obligations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any subtenants that could be impacted by the additional electrical load required by EV chargers? And have you discussed your plans with them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are leasing the property, has the owner/property manager been advised of your intention to install chargers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there are other associated tenants, have they been advised of your intentions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a registered and licensed electrician assessed your infrastructure and deemed it suitable for the number and type of chargers required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As part of the assessment, have any required upgrades been identified and actioned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a licensed installer provided a quote to install the number of chargers required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a regular maintenance plan and annual Periodic Verification (PV) testing been discussed with a licensed professional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charging EVs at a business premise provides a lot of certainty around installation, maintenance and cost. However, charging multiple vehicles can create a significant stress on electrical systems and needs to be managed carefully.

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Minimising risk at the business premises.	Yes	No	N/A
Are vehicles able to be charged outside? NZI recommends assessing the risk of fire spread if charging internally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If charging underground or in a building, is there a sprinkler system or type 3 automatic fire alarm installed? NZI recommends assessing how firefighting is likely to happen if a fire were to develop in an underground carpark. Install sprinkler protection where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will charging facilities be appropriately distanced from combustible items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the nearest fire hydrant located within 70 metres of the chargers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVs are unlikely to cause a fire while charging, however steps should still be taken to manage risk.

EV charger at a staff member's home.	Yes	No	N/A
Is the employee's property suitable for installation of an EV charger? WorkSafe has guidelines to consider.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the staff member own their home and will allow you to install and own the charging facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the property is rented, has the landlord approved an install of the charger and agreed what will happen to it if the employee no longer requires it or leaves the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a registered and licensed electrician conducted an electrical assessment of the property and whether the facilities can handle the additional load of an EV charger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As part of the assessment, have any required upgrades been identified and quotes provided/actioned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a regular maintenance plan been set up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has staff training been considered? NZI recommend training staff on correct charging practises and how to identify damaged/malfunctioning equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a reimbursement policy been considered for staff members to ensure the business is covering the cost of the charging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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