**Template of the Authorisation and Pass Application Letter**

(the letter shall be drawn up according to the requirements of Cabinet Regulations No. 558 “Regulations on drawing up and preparation of documents”, dated 4 September, 2018)

To the Manager of AS “Latvenergo”  *facility name*

Regarding work permits and issuance of passes

Please issue a permit to perform work and issue contractor passes for the period from .\_ .20 to . .20

in order to carry out work under Contract No. of . .20\_\_.

(*Contract title/work description*)

at Latvenergo AS *facility (name ,address*)

to the following employees of

 : (*name of the merchant, if not the applicant, then also registration No. and legal address*)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name, surname | Personal ID No. | Position | ESGroup (certificate No., expiry date) | Special rights (trained to perform works exposed to hazards or to perform specific works) | Responsible person (LEK025 and MK regulations No. 1041)  | Country (from where the respective person has arrived)\* |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |

In order to perform work, it is necessary to enter the territory of

 *facility*

on a regular basis by the following transport vehicles:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Registration No. | Make/model | Driver |
| Name surname | Personal ID No. |
| 1. |  |  |  |  |

Planned working hours on working days from to.

\* *Only for foreigners (guest workers)*

 (name of the merchant) undertakes to tidy up the working place and surroundings every day after work.

Work manager:

*(name, surname, position, phone No.)*

Contact person:

*(name, surname, position, phone No.)*

**Changes**

Added:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name, surname | Personal ID No. | Position | ESGroup (certificate No., expiry date) | Special rights (trained to perform works exposed to hazards or to perform specific works) | Responsible person (LEK025 and MK regulations No. 1041)  | Country (from where the respective person has arrived)\* |
| 1. |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Registration No. | Make/model | Driver |
| Name surname | Personal ID No. |
| 1. |  |  |  |  |

Deleted:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name, surname | Personal ID No. | Position | ESgroup | Special rights | Obligations under work technical provisions | Country (from where the respective person has arrived)\* |
| 1. |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Registration No. | Make/model | Driver |
| Name surname | Personal ID No. |
| 1. |  |  |  |  |

*With this application letter the previous application letter No. \_\_\_\_\_\_\_\_\_\_\_\_\_, date \_\_\_\_\_\_\_\_\_\_\_ has been cancelled.*.

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AS “Latvenergo” notes

|  |  |
| --- | --- |
| **Approved**: AS “Latvenergo” employee (Project Manager) responsible for coordination and control of work execution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(position, signature, name, surname, phone no.)*Workplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Access rights: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(name of the building, territory, area and/or premises)*  | **Approved**: AS "Latvenergo" *Facility Manager* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(position, signature, name, surname,)* |

*\* Only for foreigners (guest workers).*