 Joint Stock Company "Latvenergo" Reg. No. 40003032949	Regulations/Basic activity Regulations of Latvenergo AS Pass System		Lapa 1 (35)
			Number: NOP020 Revision:06
Prepared by: Head of Pass Administration Unit, Ēriks Ozols Approved Security Director, Andis Bērziņš, June 17, 2019 by: Chief Executive Officer, Āris Žigurs, June 17, 2019	Document effective as of: 08.03.2007	Revision effective as of: 17.06.2019	Effective until:

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The Regulations of Latvenergo AS Pass System (hereinafter – the Regulations) stipulate the Pass System and its control at Latvenergo AS (hereinafter – Latvenergo):

**in administrative facilities –**

in Riga at Pulkveža Brieža street 12 and Ventspils street 58;

in the business operational territory of Riga HPP at Dole island, Salaspils, Salaspils region;

in the administrative building at Tiltā street 1 and in the business operational territory at Tiltā street 2, Aizkraukle, Aizkraukle region;

**in power plants –**

Riga TPP-1 at Viskaļu street 16, Riga;

Riga TP-2 at Granīta street 31, Acone, Salaspils region;

Riga HPP at Doles island, Salaspils, Salaspils region;

Ķegums HPP at Ķeguma pr.7/9, Ķegums, Ķegums region;

Plaviņas HPP at Enerģētiku street 2, Aizkraukle, Aizkraukle region;

procedure for entry of individuals and transport vehicles in the territory of Latvenergo facilities, procedure for the movement of assets.

**The provisions stated hereafter are mandatory for all persons arriving and being in the territories of Latvenergo facilities.**

The Pass System in the facilities according to the Regulations is organized and its compliance is controlled by the Latvenergo Security Function.

The preparation, issuing and registration of Passes at AS “Latvenergo”, AS “Latvijas elektriskie tīkli”, AS “Sadales tīkls”, AS “Enerģijas publiskais tirgotājs”, SIA “Elektrum Latvija”, “Elektru Eesti” OÜ, “Elektrum Lietuva” UAB (hereinafter – Latvenergo Group) is provided by the **Pass Office**.

## **1. Terms used**

1.1. **Latvenergo Group employee** (hereinafter – Latvenergo employee) – an individual employed by Latvenergo AS who has signed an employment contract.

**Latvenergo Group trainee** (hereinafter – Latvenergo trainee) – a student of 2<sup>nd</sup> or 3<sup>rd</sup> level professional or 1<sup>st</sup> or 2<sup>nd</sup> level higher educational establishment who is studying in the speciality necessary for Latvenergo core business and who has a self-dependent practice of professional or academic study programme at Latvenergo Group by signing practice agreement.

1.2. **Contractor** – legal person or an individual contractor, or an association of such persons in any combination thereof who performing works in the Latvenergo facilities according to the signed agreement for construction works, services, deliveries of goods or lease of premises.

1.3. **Contractor’s employee** – Contractor’s employee or Contractor’s Sub-contractor’s employee who is performing the works and is present in Latvenergo facilities to ensure the work performance.

1.4. **Visitor** – a person who has arrived at a Latvenergo facility for a short-time visit.

1.5. **Facility Manager** – Administrative Facility Manager (Real Estate Manager), Latvenergo Power Plant Manager.

1.6. **Assets** – any materials, equipment, spare parts intended to ensure the technological process, repairs and maintenance of equipment and premises, construction, etc., except for hand tools and equipment for personal use, portable computers, etc.

1.7. **Pass** – a document which ensures the rights to be in the Latvenergo facilities during certain hours. **The types of Passes provided by Latvenergo are:**

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- 1.7.1. **Employee ID card/ Pass** – an Employee ID card/ Pass of a certain type (a document/ electronic access card), issued to a Latvenergo Group employee and providing the rights of access to a respective facility.
- 1.7.2. **Contractor Pass** – a Pass of a certain type issued to a Contractor’s employee for a specific period of time necessary for performing work at the Latvenergo facilities.
- 1.7.3. **Visitor Pass** – a Pass of a certain type issued to visitors for a one-time visit to a Latvenergo facility on a specific date and time.
- 1.7.4. **Asset Pass** – a Pass of a certain type issued for the purpose of moving assets to/from the Latvenergo facilities on a specific date.
- 1.7.5. **Asset pass card** – a Pass of a certain type issued for the purpose of moving constant assets to/from the Latvenergo facilities for specific car for definite or indefinite period of time.
- 1.8. **Pass Administration** –employees of the Security Unit Pass Administration department and Security specialists in Latvenergo Group facilities.
- 1.9. **DVKC** – Security management and control center.
- 1.10. **E- VISITOR** – Latvenergo AS electronic Pass application system.
- 1.11. **Person identification documents** - is a document issued by a State administration institution authorised by legal acts, which certifies the identity and legal status of its holder: passport, identity card (eID card); driving licence issued by JSC Road traffic safety directorate; Latvenergo Group Employee ID card and Latvenergo Group Contractor’s Pass.  
Decision about recognition of person identification documents issued by other institution or organization is made by Pass Administration or Security management and control center employee on Duty.

## 2. Basic principles of the pass system

In organizing the Pass System for the Latvenergo facilities:

- 2.1. the following Passes (Appendix 1) are used
  - 2.1.1. Latvenergo Group Employee ID Cards/ Passes ;
  - 2.1.2. AS Augstsprieguma tīkls ID Cards/ Passes ;
  - 2.1.3. Contractor Passes;
  - 2.1.4. Visitor Passes ;
  - 2.1.5. Asset Passes and Asset Pass cards.
- 2.2. Entry/exit and movements of employees, contractors, and visitors are ensured by adhering to the division of the premises and territories in the following functional security areas according to the significance of the respective premises and territories and the nature of work carried out therein:
  - 2.2.1. *Administrative premises and territory* – for all the Latvenergo employees and Contractor employees who have been granted access to the respective facilities;
  - 2.2.2. *Generation premises and territory* – for the Latvenergo employees and Contractor employees who have been granted access to the respective facilities;
  - 2.2.3. *Restricted access areas* - for the Latvenergo employees and Contractor employees who have been granted access to the respective premises;  
The list of restricted access areas and the responsible persons in charge of these premises, as disclosed in Appendix 3, shall be submitted by the Head of the responsible function by preparing an application to the Pass Administration

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Unit through the Document Management System (ELDIS); the Head of the responsible function shall also inform the Pass Administration Unit about any changes in the above mentioned list.

- 2.3. The Passes shall be applied for, processed, registered, prepared and issued at the places and times specified in Appendix 2.
- 2.4. While in Latvenergo premises the pass must be carried at all times. The person is responsible for the safekeeping of the issued Pass, and the Pass shall not be handed over to any other person, as well as it is prohibited to enter/exit facility by using other persons Pass. The Pass remains the property of Latvenergo. When employment / contractual obligations with Latvenergo are terminated, the issued Pass shall be submitted to the Security department or security officer of the facility.
- 2.5. While in the Latvenergo facility the person shall be obliged to present the Pass at the request of a security officer or security employee.
- 2.6. All persons entering/ exiting or driving in/out of the Latvenergo facilities shall present the carried/transported items for inspection, when requested by Security department or security officers.
- 2.7. The employees may bring into the Latvenergo administrative facilities their children 18 years and under without Passes. A Latvenergo employee shall be responsible for watching his/her child while the latter is in the Latvenergo facility.
- 2.8. It is prohibited in the Latvenergo facilities:
  - for armoured personnel to enter with firearms and special weapons,
  - to bring animals into the facility,
 except for specific cases arranged beforehand with the Security officer of the Security management and control center.
- 2.9. The drivers of transport vehicles driving in/out of the territory of the Latvenergo facility shall present personal identification, vehicle and cargo documents, and open the passenger compartment of the transport vehicle, as well as the luggage compartment and cargo space for inspection at the request of the Security Unit or security officers.
- 2.10. The Pass System regulations will be explained to:
  - 2.10.1. Latvenergo employees and Contractor employees – by the person responsible for the initial instruction;
  - 2.10.2. Visitors – by the Latvenergo employees who have requested the Visitor Passes.
- 2.11. The Head of the respective Latvenergo function and the Facility Manager may delegate the rights to approve the Asset Passes in the administrative facilities and power plants, and to approve the entrance of transport vehicles in the administrative facilities and power plants by drawing up an application to the Pass Administration Unit through the Document Management System (ELDIS) according to the template presented in Appendix 4.

### **3. Latvenergo Group employee ID cards/passes**

- 3.1. The preparation of an Employee ID Card/ Pass shall be initiated by the Human Resource Function by entering the respective employee data in the *Oracle HR* module.
- 3.2. The Employee ID Card/ Pass provides the rights of access to the employee's permanent workplace in the facility during the working hours stated in the Internal regulations.
- 3.3. Latvenergo employee who has to have access to the facilities that are not his/her working place on a regular basis, shall prepare an application for employee access in web based system E-Viesis. The application for the access to the administrative facilities

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shall be approved by the Head of the function/structural unit of the respective employee, to the power plants - by the Head of the function/ structural unit of the respective employee and the Facility Manager.

- 3.4. in order to fulfil his/her work duties Latvenergo employee who has to access restricted areas, shall prepare an application for visitor's card or employee access to the facilities in web-based system E-Viesis. The application for access shall be approved by the Head of the function/ structural unit of the respective employee and the person responsible for the specific restricted access area. If the area is located in the power plants, the application shall be approved by the Head of the function/ structural unit of the respective employee, the person in charge of the specific restricted access area and the Facility Manager.
- 3.5. In order to fulfil his/her work duties an employee of AS "Sadales tīkls" who has to have access to Latvenergo facilities that are not his/her regular working place, shall apply for visitor's card or employee access to the facilities in web-based system E-Viesis. Application for access to the administrative facilities shall be approved by Head of the structural and function unit of the respective employee, in power plants by Head of the structural and function unit of the respective employee.
- 3.6. The application shall contain the following information:
  - 3.6.1. Employee ID, name, surname, structural unit, position;
  - 3.6.2. Facility (in the notes - number or title of the building/room);
  - 3.6.3. Grounds for granting the access;
  - 3.6.4. Access period and working hours;
  - 3.6.5. If access by transport to the territory is necessary on a regular basis, the make/model and registration number of the respective transport vehicle shall be indicated.
- 3.7. In order to fulfil his/her work duties an employee who shall have access to the electric facility in the client's owned territory shall have special rights specified in their employee ID cards as per Appendix 8.
- 3.8. If changes are made to the employee's structural unit, position, workplace or job description, the granted access rights will be annulled.
- 3.9. The Employee ID Cards/ Passes are issued by the Pass Office, Human resources management department or by security staff of the respective Plant. The employee shall confirm the receipt of the ID Card/ Pass by signing in the Employee ID Cards and Pass Register.
- 3.10. Cancellation of an Employee ID Card/Pass shall be initiated by the Human Resource Function by entering the required information in the module of Enterprise Resource Planning System *Oracle HR*.
- 3.11. When the employment relations with Latvenergo are terminated, the employee shall hand over his/her Employee ID Card/Pass to the Pass Office or to the security of the respective workplace. The Employee's Manager of the structural Unit is responsible that Employee ID Card/Pass has been handed over.

#### **4. Contractor's passes**

- 4.1. Contractor Passes shall be issued to contractor employees to perform their work. The contractor Pass shall be issued for the period of the signed contract, or a shorter period stated in the Authorisation and Pass Application letter (Appendix 6).  
For performing short-term work (up to 2 calendar weeks) Contractor Passes are not issued. Security officers of the facility shall issue Visitor Passes based on the Contractor's application with valid safety induction registered in the web-based system *E-Viesis*.

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4.2. The contractors shall prepare Authorisation and Pass Application letters as a hard copy and in electronic form according to Appendix 6 by specifying in the Subject of an e-mail sender's company name, Contract number or supporting document number. The Authorisation and Pass Application Letter together with application electronic form shall be submitted to the Latvenergo Employee, who is required to ensure access to the facilities for the Contractors for performance of his/her duties (who is responsible for fulfilment of the respective Contract) not later than 5 working days before the commencement of work. Latvenergo employee responsible for control of the Contract implementation is representative specified in the Contract or Project Manager.

When submitting a repeated Authorisation and Pass Application letter, the respective changes shall be indicated – *Added/ Deleted*, the electronic application shall contain only the necessary additions.

An updated electronic application form shall be submitted if the works are carried out also after the validity period specified in the Contract or the Contract validity period has been extended.

4.3. the Employee, who is required to ensure access to the facilities for the Contractors for performance of his/her duties, shall submit the received Authorisation and Pass Application letter together with application electronic form to:

- An employee who is responsible for the document flow control and document process management in respective power plant;
- The Office of the secretary or Pass Office for Administrative facilities.

Who will register the received Authorisation and Pass Application letter or in the web-based system *E-Viesis* by adding and application electronic as an attachment.

4.4. The application for access to administrative facilities shall be approved by:

- Latvenergo employee responsible for Contract implementation or for execution of the specific works,
- the respective Power Plant Manager Director,

Aforementioned persons shall indicate the access rights – type of access (zone, number or title (name) of the area, building/room).

4.5. Latvenergo employee who, in order to perform his/her work duties, has to ensure that the respective Contractors have access to the facilities, based on the application submitted by the Contractors can prepare the application in the web-based system *E-Viesis*. The application for contractor access to the administrative facilities shall be approved by the Head of the function/ structural unit of the respective employee, the Facility Manager.

4.6. The Contractor Passes are prepared within 5 working days after the application has been received at the Pass Office, the photographs of the contractors have been taken and the confirmation about the initial safety induction in accordance with Clause 16 of Labour Protection Law has been confirmed by responsible Latvenergo employee. Safety induction is valid for one year.

- The contractor can submit photos for Passes in electronic form (in jpg, png, tif formats). The employees bust photo on a one-color background shall not be smaller than 600 x 800 px and with the resolution at least 150 ppi. Photographs shall be sent to the following e-mail address: [caurlaizu.birojs@latvenergo.lv](mailto:caurlaizu.birojs@latvenergo.lv) not later than 5 working days before commencement of works. In the Subject of an e-mail the following information shall be specified: sender's company name, Contract number or supporting document number
- When submitting an application for work in several facilities the Contractor shall indicate the facility where Passes are required to be issued.

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- 4.7. AS Latvenergo, reg. no. 40003032949 is the Controller of submitted Contractor's personal data :
- The Contractor shall permanently ensure the respective legal basis for the processing of personal data of all employees (incl. Subcontractor's employees) specified in the application letters. In order to fulfil the legal obligations and to observe the legitimate interests AS "Latvenergo" as the Controller is processing the submitted personal data;
  - Personal data received from the Contractor are stored up to 6 months, after the end period specified in the Authorisation and Pass Application letter or when the passes have been handed over, if a new letter with an extension of the validity of the Authorisation and Pass Application letter has not been submitted.
- 4.8. The Contractor Passes shall be issued at the Pass Office or at the security office of a respective facility. The Pass shall be issued when a personal ID document has been presented. The Contractor's employee shall confirm the receipt of the Pass by signing in the Passes Register.
- 4.9. If the Pass has expired, it shall be immediately handed over or it shall be extended.
- 4.10. The person to whom the Pass has been issued and Contractor's authorised person who has submitted the Authorisation and Pass Application Letter shall be responsible for the handing over the Passes. In case the Pass has not been duly handed in the person and/or the company may be forbidden an access to all the facilities of Latvenergo. Latvenergo employee, who is responsible for the acceptance of performed works according to his job duties and signed contract, shall control the handing of passes.

## 5. Visitor passes

- 5.1. The Visitor Passes are processed and issued in the facilities which have physical security offices, and are issued during security office working hours.
- 5.2. The Visitor Passes may be requested by all Latvenergo employees through web based system E-Viesis. The Visitor Passes shall be registered within working days and during the working hours stated in the Internal workplace regulations.
- 5.3. The Visitor Passes can also be issued on the basis of an oral application by Latvenergo employees listed in Appendix 5. The Visitor Pass in web based system E-Viesis shall be prepared by the security officer of the respective facility.
- 5.4. The Visitor Passes can be issued based on the application for Contractor Passes registered in web based system E-Viesis for submitting documents, receiving the initial safety induction and carrying out short-term jobs (up to 2 calendar weeks), if in the web based system E-Viesis there is remark about validity of safety induction.
- 5.5. The applications for access to administrative facilities submitted by the Latvenergo employees and the applications for access to the facilities indicated in Appendix 5 submitted by the Latvenergo employees who are permitted to apply for Visitor Passes verbally in the respective facilities does not have to be approved.
- 5.6. The applications for Visitor Passes which allow access to the power plant submitted by the Latvenergo employees who permanently work at the respective power plant shall be approved by the Head of the function/structural unit of the respective employee. The applications for Visitor Passes which allow access to the power plant submitted by the Latvenergo employees who permanently do not work at the respective power plant shall be approved by the Head of the function/structural unit of the respective employee and the Facility Manager.
- 5.7. The Visitor Passes shall be issued and received by the security officers of the respective facility by registering the visit in web-based system E-Viesis. In order to receive a Visitor Pass, the visitor shall present a personal ID document. In cases when Latvenergo employees who are permitted to apply verbally for Visitor Passes for access

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to the facilities indicated in Appendix 5, can verbally prove the person's identity, Visitor Pass can be issued without presenting personal ID document.

- 5.8. Personal data received from the Contractor for Visitor's passes are stored by Latvenergo AS up to 3 months, after the end of the visit.
- 5.9. The employee who has requested the Visitor Pass shall be responsible for meeting the visitor, complying with the provisions regarding the respective place and duration of visits, visitor leaving and the return of the Visitor Pass.
- 5.10. Visitor Pass shall not be issued to the persons who are coming for Site visit or for opening of tenders of the procurement procedure organized as per procurement procedure. Persons are registered in the list of participants/protocol for Site visit prepared by the Commission of the procurement procedure and shall be allowed to enter the facility according to the list/protocol. During the registration the person shall show his/her identification document – passport or ID card. Procurement procedure document are stored by structural unit responsible for particular procurement procedure.
- 5.11. Chairman of the procurement procedure commission is responsible to meet the participants of the procurement procedure, responsible for their activities in the territory of the facilities and for leaving the facilities.
- 5.12. AS “Sadales tīkls” and AS “Augstspriegums tīkls” employees for maintenance works of their own equipment by showing their employee ID/Pass are authorized to enter AS “Latvenergo” facilities twenty-four hours a day, by receiving approval from dispatcher of the respective facility for the work execution.

## **6. Asset passes**

- 6.1. Asset Passes are processed in the facilities which have physical security offices.
- 6.2. For movement of assets to/from Latvenergo facilities, the Latvenergo employees and contractors shall draw up Asset Passes. The Asset Pass is valid only together with a personal ID document.
- 6.3. The Asset Pass provides the rights to move the assets indicated in the Pass to/from the Latvenergo facility indicated in the Pass. The Pass shall be valid only for one category of assets, and only for one transportation activity at a time and only on the date indicated in the Pass.
- 6.4. Latvenergo employees shall apply for an Asset Pass in web based system E-Viesis for asset movement to/from the Latvenergo facilities.
- 6.5. The employees of the Procurement and Logistics Unit may bring assets in/out of their possession to the warehouses using their own transport declared according to the requirements of Paragraph 7.1 by not applying for asset pass in web based system E-Viesis.
- 6.6. Latvenergo employee who according to his/her duties and the Contracts shall ensure the Contractor's asset movement within the territory of the facility, he/she may apply for Asset Pass in web based system E-Viesis based on Contractor's application. Application for Contractor's asset movement within the territory of the facility shall be approved by the responsible unit/department manager for the respective asset category, in power plants - shall be approved by the responsible unit/department manager for the respective asset category and by the facility manager.
- 6.7. When moving assets to/from Latvenergo power plant, the contractors shall prepare an Asset Pass according to Appendix 1, which shall be approved by the responsible unit/department manager for the respective asset category and facility manager.
- 6.8. When taking into the Latvenergo facility assets that are intended to be partially taken out of the facility on the date indicated in the Pass, the person responsible for moving the contractor assets shall fill in the Asset Pass section – Assets Taken Out by writing a note



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“transit” next to the assets intended to be moved out.

- 6.9. Contractors who pick-up the work clothing for cleaning, supply the drinking water and change the carpets, shall not apply for asset pass.
- 6.10. When moving assets to/from the Latvenergo facilities, the contractors shall hand over the Asset Pass at the Security Post – to the security employee for matching the assets with the information indicated in the Asset Pass.
- 6.11. Personal data received from the Contractor for asset passes are stored by Latvenergo AS up to 3 months, after the end period of the asset pass.
- 6.12. Information from the Asset Pass Application letter submitted by the Contractor in paper copy only shall be filled in web based system E-Viesis by the Security officer by adding the facility manager as additional applicant.
- 6.13. When the assets are moved to/from the Latvenergo facilities, the security officers shall check in web based system E-Viesis whether the assets correspond to the information indicated in the Asset Pass.
- 6.14. Road construction machinery, mobile lifting equipment, self-propelled vehicles and other machinery, i.e. self-driven machinery, but not intended to drive on public roads, are considered as Assets and shall be applied for Asset Pass for their movement within the territory of the facility.
- 6.15. In cases when the transport vehicle has special equipment and tools which are necessary for execution of particular works (for Contractors according to the Contract), the Contractors shall apply for permanent Asset Pass – Asset Pass Card (Appendix 1) by specifying the period no longer than validity term of the Contract or for shorter period of time specified in the Authorisation and Pass Application letter.  
Asset Pass Card for Latvenergo vehicles can be issued without time limit.
- 6.16. In order to obtain Asset Pass Card Latvenergo employee shall prepare in the Document Management System (LE ELDIS) notification addressed to the Pass Administration department – by specifying justifications (Contract No. signed with the Contractor), vehicle manufacturer, registration number, vehicle owner/holder and vehicle driver. Notification shall be supplemented with the list of special tools and equipment intended to be used for execution of works. the list of special tools and equipment shall contain information about parameter that they can be identified:
  - Manufacturer, model-type shall be specified for special tools and equipment;
  - Capacity shall be specified for containers/drums;
  - Number of cores, cross section and length shall be specified for wires, cables;
  - Type, number of sections, length shall be specified for ladders;
  - And similar.
- 6.17. Contractors shall submit application letter. Application letter shall be approved by the Latvenergo employee responsible for particular execution of the works and by the facility manager.

## **7. Procedure for transport entry/exit**

- 7.1. The rights of Latvenergo employees to enter the facilities by a transport vehicle shall be based on the application for Visitor Card or for Latvenergo employee access to the facilities in web based system E-Viesis. Application shall be approved by the Manager of the function/structural unit of the respective employee and the Facility Manager.
- 7.2. The Contractor vehicles are permitted to enter the territory of the Latvenergo facility for transportation the goods in/out the territory of the facility by applying for Asset Pass.
- 7.3. The Asset Pass ensures the rights to enter the facility by the transport vehicle indicated in the Pass for cargo transportation in/out.

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- 7.4. When entering/leaving the territory of the Latvenergo facilities, the passengers of the respective transport vehicle shall step out of the car and pass the Pass Control Post for pedestrians.
- 7.5. Maintenance and repair staff of AS “Sadales tīkls” and AS Augstsprieguma tīkls and their Contractors and Sub-contractors for the purpose of their own equipment maintenance, shall have the rights twenty-four hours a day to enter the Latvenergo power plant by transport vehicles of Latvenergo and by presenting the Employee ID Card/Pass and by agreeing about the respective works with the dispatcher of the respective facility. The dispatcher of the facility shall inform the security officers of the respective facility. Security officer shall issue Visitor’s Card. Confirmation about initial safety induction by Latvenergo employee is not required for works in AS Augstsprieguma tīkls substation territories.
- 7.6. Vehicles for transporting household waste shall be let into the territory of the Latvenergo facilities without Pass. By the 25th day of the current month, the Latvenergo employee responsible for the waste removal shall submit the planned time schedule for the next month to the Security management and control center.

## **8. Work outside regular working hours, on weekends and holidays**

- 8.1. The Latvenergo employees may enter the power plants and the Contractor’s employees with valid Contractor’s Pass or based on applications in the web based system E-Viesis may enter the administrative facilities and power plants after regular working hours specified in Latvenergo working time regulations, on weekends and holidays in order to perform the works based on application of the Head of the Latvenergo function/structural unit and/or the manager of the contractors' entity only according to Appendix 7. Application shall be approved by the Facility Manager.
- 8.2. Latvenergo employee, who is required to ensure access to the facilities for the Contractors for performance of his/her duties, shall in due time submit the received application to:
  - An employee who is responsible for the document flow control and document process management in respective power plant;
  - The Office of the secretary or Pass Office for Administrative facilities.

Who shall register the received application in E-viesis, as working time change document.
- 8.3. Latvenergo employee, who is required to ensure access to the facilities for the Contractors for performance of his/her duties, may enter the Contractor's application data in E-viesis.
- 8.4. Based on application in the web-based system E-Viesis Visitor Cards for works after regular working hours specified in Latvenergo working time regulations, on weekends and holidays are issued by the security officers with note about visit in the web based system E-Viesis.
- 8.5. Maintenance and repair staff of AS “Sadales tīkls” and AS Augstsprieguma tīkls and their Contractors and Sub-contractors for the purpose of their own equipment maintenance, shall have the rights twenty-four hours a day to enter the Latvenergo power plant by transport vehicles of Latvenergo and by presenting the Employee ID Card/Pass and by agreeing about the respective works with the dispatcher of the respective facility. The dispatcher of the facility shall inform the security officers of the respective facility. Security officer shall issue Visitor’s Card. Confirmation about initial safety induction by Latvenergo employee is not required for works in AS Augstsprieguma tīkls substation territories.

## **9. Organisation of activities**

- 9.1. Seminars, training courses, presentations, conferences etc.
  - 9.1.1. The Latvenergo employee, who is responsible for organization of activity, shall

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prepare the list of organizations, educational establishments, student groups and other participants for the access to the respective facility and at least two working days before the planned activity shall prepare an application to the Pass Administration Unit through the Document Management System (LE ELDIS). For access to the administrative facilities a resolution shall be put on the application by the Head of the function/structural unit of the respective employee and by the Facility Manager.

9.1.2. The application shall include the following information:

- Country (for foreign participants), name of the organization;
- Name, surname, personal ID number of the participant. For persons under age of 18 – name, surname and personal code shall not be specified. Class (age group) and number of under-age persons shall be specified for groups of pupil;
- Contact person responsible for the visitors group (name and address of the organization, position, name, surname, phone number of the responsible person);
- Whether it is planned to take photographs or shoot a film in the territory of the facility during the activity.

9.1.3. The Latvenergo employee in charge of the organization of activities shall be responsible:

- To meet the participants of the activity and the course of the activity;
- To inform adults-participants about requirement to show ID document to the security officers of the facility;
- To inform participants about compliance to the procedures set in the Latvenergo facilities, and to ensure that the participants do not move around the territory of the facility outside the activity area, do not take photos and videos, do not make actions that may result in harm to the Latvenergo property, do not leave their personal belongings in the territory of the facility;
- Accompanying the participants to the Pass Office at the end of activity.

9.2. Excursions to the Museum of Energy and to Latvenergo power plant.

9.2.1. The Latvenergo employee, who is in charge of access of organizations, educational establishments, student groups and other participants of excursions to the facilities at least two working days before the planned activity shall prepare excursion application in E-viesis. The application shall be initialized by the Head of the function/structural unit of the respective employee and International Affairs and Corporate Social responsibility Director. For access to the power plants a resolution shall be additionally put by the Security Director and Facility Manger.

9.2.2. The application shall include the following information:

- Country (for foreign participants), name of the organization;
- Name, surname, personal ID code of the participant of the activity.  
For participants of State educational institution student groups only name and surname shall be specified;  
For persons under age of 18 – name, surname and personal code shall not be specified. Class (age group) and number of under-age persons shall be specified for groups of pupil;
- Contact person responsible for the visitors group (name and address of the organization, responsible person's name, surname, personal ID code, position, phone number);
- Whether it is planned to take photographs or shoot a film in the territory

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of the facility during the activity.

9.2.3. The Latvenergo employee in charge of the organization of excursion at the facility shall be responsible:

- To meet the participants of the excursion and the course of excursion;
- To inform adults-participants about requirement to show ID document to the security officers of the facility;
- To inform participants about compliance to the procedures set in the Latvenergo facilities, and to ensure that the participants do not move around the territory of the facility outside the activity area, do not take photos and videos, do not make actions that may result in harm to the Latvenergo property do not leave their personal belongings in the territory of the facility;
- Accompanying the participants to the Pass Office at the end of excursion.

9.2.4. Visitors to the Ķegums HPP museum shall be let into the territory of the museum only accompanied by the museum staff.

9.3. Taking photographs and movies or otherwise recording the situation in the territory or premises of the facility shall be allowed only by consent of the Facility Manager or the Security Director.

## 10. Special terms

10.1. The person submitting the pass applications shall request the passes in due time before the planned visit or movement of assets.

10.2. The employees of the Pass Office shall have the rights to refuse to issue the Contractor Passes or Visitor Passes to a specific person or to cancel already issued Contractor Pass in the following cases:

10.2.1. If the person does not comply to the legislation requirements of the Republic of Latvia, these regulations or Latvenergo work procedure regulations, safety at work and other valid regulations and instructions in the territory of the facility. About detected violation the Contractor's employee shall write an explanation. A resolution shall be put on the explanation by the Latvenergo employee responsible for particular works (Project Manager) and Facility Manager.

10.2.2. If the submitted Authorisation and Pass Application letter does not comply with the requirements hereof or if the information given in the letter differs from information in electronic application form, personal data specified in the letter and in electronic application form differs from the data in personal ID documents;

10.2.3. If an Authorisation and Pass Application letter is submitted where the rights of access are repeatedly requested and are identical in comparison to the previous letter, or when the repeatedly submitted letter does not specify the changes performed – *Added/Deleted*;

10.2.4. If the previously issued pass upon its expiration has not been immediately returned;

10.2.5. If an application to issue new (renewed) Contractor's Pass is submitted without any written explanation of the circumstances under which the previous pass has been lost or if there is a request to renew a pass to a person who has lost it repeatedly within a period of a year;

10.2.6. Upon the request of the Latvenergo Function Management or the Head of the facility, if the access for Contractor's employee to work has been refused or cancelled.

10.3. The Head of Pass Administration unit upon Security Director's approval shall make a decision on refusal to issue Contractor Pass or Visitor Pass or on cancellation of already issued Contractor Pass.

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- 10.4. To the person who's Contractor's Pass is being cancelled about violation of the legislation requirements of the Republic of Latvia, these regulations or Latvenergo work procedure regulations, safety at work and other valid regulations and instructions in the facilities, entrance to the Latvenergo facilities is prohibited.
- 10.5. In cases when the person who's entrance is prohibited shall be involved in specific execution of works and there is no possibility to involve any other person, then the Latvenergo employee (Project Manager) responsible for execution of works shall prepare application in the Document Management system (LE ELDIS) to the Pass administration Unit about necessity to renew the Contractor's Pass. A resolution shall be put on the application by the Head of the function/structural unit of the respective employee and by the Facility Manager.
- 10.6. If necessary, the staff of the State Police and the State Fire-fighting and Rescue Service, as well as the emergency and medical services staff, and their specialised transport vehicles shall be let into Latvenergo facilities without passes. The person who has called the above mentioned services shall immediately inform the dispatcher and security officers of the respective facility.
- 10.7. If necessary, the Latvenergo employees, Contractor employees and their transport vehicles after being called by the dispatcher of the respective facility shall be let into the Latvenergo facilities after regular working hours, on weekends and holidays. The dispatcher of the facility shall immediately inform the security officers of the respective facility about calling the above mentioned employees. Security officer issues Visitor Card.
- 10.8. If the Pass has been lost or stolen, it shall be immediately reported to the Pass Office by phone: 28173 (67728173); 22311 (67722311); fax: 28189 (67728189) or by e-mail: [caurlaizu.birojs@latvenergo.lv](mailto:caurlaizu.birojs@latvenergo.lv).  
To the Security management and control center (after regular working hours): Twenty-four hours a day phone no. 28112 (67728112).
- 10.9. If a Latvenergo employee has lost his/her Employee ID Card/Pass or it has been stolen, he/she shall submit a written report in the web based system Delta addressed to the Pass Office. The Head of the function/ structural unit shall put a resolution on the report. The report shall contain the date and time when the Pass has been lost or stolen, and place where the Pass could have been lost or stolen. In case the Pass has been stolen the report shall be supplemented with State Police report about the Pass theft incident. Based on the report new ID Card/Pass shall be prepared and issued.
- 10.10. Taking photographs and movies or otherwise recording the situation in the territory or premises of the facility shall be allowed only by consent of the Facility Manager or the Security Director.
- 10.11. Latvenergo "Privacy Policy" has been issued in accordance to the Directive 2016/679(as of April 27, 2016) of the European Parliament and of the Council "On the protection of individuals with regard to the processing of personal data and on the free movement of such data" is available on Latvenergo website [www.latvenergo.lv/dati](http://www.latvenergo.lv/dati).
- 10.12. According to the National Security Law of the Republic of Latvia, in emergency and crisis situations or when terrorism threat levels are announced, evacuation of the persons from the facilities will take place and any further entrance into the facilities shall be prohibited

## Samples of Latvenergo AS passes

### 1. Latvenergo Employee ID Card/Pass



#### LATVENERGO

First level structural unit

Second level structural unit

Third level structural unit

Name Surname

Position

Name Surname

Personal ID number: 101070-10101

*Rights to enter all the facilities of Latvenergo Group any time day and night*

The holder of this card is authorized to access freely the electrical facilities of the "Consumer" and of the "Supplier" in his territory in accordance with the Regulations of Trade and Consumption of Electricity approved by the Cabinet of Ministers of the Republic of Latvia

Chairman of the Management Board

Employee ID Card No. 100100

## 2. Contractor Pass



Contractor Entity  
Contractor Pass  
LATVENERGO  
Name Surname

## 3. Visitor Pass



LATVENERGO  
VISITOR PASS  
PB 12 No. 002  
Chairman of the Management Board

Samples of Latvenergo Group company Employee ID Card/Pass

<b>Latvijas elektriskie tīkli AS Employee ID Card/Pass</b>	<b>Latvijas elektriskie tīkli AS Contractor Pass</b>
 <p>LET logo and structural unit levels (1, 2, 3). Fields for Name Surname and Position. Green bar at the bottom.</p>	 <p>Darbuzņēmēja organizācija, Darbuzņēmēja apliecība, LET logo. Fields for Name Surname and Position. Blue bar at the bottom.</p>
<p><b>Vārds Uzvārds</b> Personas kods: 000000-00000 <i>Tiesības ieiet AS "Latvijas elektriskie tīkli" objektos, ievērojot darba drošības noteikumu prasības</i></p> <p>AS "Latvijas elektriskie tīkli" valdes priekšsēdētājs <b>APLIECĪBA Nr. 100100</b></p>	<p><b>Vārds Uzvārds</b> Personas kods: 010170-10101 Tiesības ieiet AS "Latvijas elektriskie tīkli" objektos, ievērojot darba drošības noteikumu prasības</p> <p>AS "Latvijas elektriskie tīkli" valdes priekšsēdētājs <b>APLIECĪBA Nr. 659</b></p>

LET

First level structural unit  
Second level structural unit  
Third level structural unit  
Name Surname  
Position

Name Surname  
Personal ID number: 000000-00000  
Rights to enter Latvijas elektriskie tīkli AS facilities observing the requirements of labour safety regulations

Chairman of the Management Board of Latvijas elektriskie tīkli AS  
Employee ID Card No. 100100

Contractor Entity  
Contractor Pass  
LET  
Name Surname  
Position

Name Surname  
Personal ID number: 101070-10101  
Rights to enter Latvijas elektriskie tīkli AS facilities observing the requirements of labour safety regulations

Chairman of the Management Board of Latvijas elektriskie tīkli AS  
Pass Card No. 659



## AS „Energijas publiskais tirgotājs” Employee ID Card/Pass



Energijas  
publiskais tirgotājs

1.līmeņa struktūrvienība

**Vārds Uzvārds**  
Amats

**Vārds Uzvārds**

AS “Energijas publiskais tirgotājs”  
valdes priekšsēdētājs

**Apliecība Nr. 213141**

Energijas publiskais tirgotājs

First level structural unit

Name Surname


Position

Name Surname

AS Energijas publiskais tirgotājs

Chairman of the Management Board

Pass Card No. 213141

<b>Sadales tīkls AS Employee ID Card/Pass</b>	<b>Sadales tīkls AS Contractor Pass</b>
 <p>The image shows a template for an Employee ID Card/Pass. It features a silhouette of a person on the left. To the right is the logo 'E ST' in green and blue. Below the logo are three levels of structural units: '1. LĪMEŅA STRUKTŪRVIENĪBA', '2. līmeņa struktūrvienība', and '3. līmeņa struktūrvienība'. At the bottom, there are fields for 'Vārds Uzvārds' and 'Amats'.</p>	 <p>The image shows a template for a Contractor Pass. It features a silhouette of a person on the left. To the right is the text 'Darbuzņēmēja organizācija' and the logo 'E ST' in green and blue. Below the logo is the text 'Darbuzņēmēja apliecība'. At the bottom, there are fields for 'Vārds Uzvārds' and 'Amats'.</p>
<p><b>Vārds Uzvārds</b> Personas kods: 010170-10101 <i>Tiesības ieiet visos AS "Sadales tīkls" objektos</i></p> <p>Šīs apliecības uzrādītājam, saskaņā ar LR Ministru kabineta apstiprinātajiem Elektroenerģijas tirdzniecības un lietošanas noteikumiem, ir tiesības netraucēti piekļūt "Lietotāja" un tā teritorijā esošajām "Piegādātāja" elektroietaisēm.</p> <p>AS "Sadales tīkls" valdes priekšsēdētājs <b>APLIECĪBA Nr. 100100</b></p>	<p><b>Vārds Uzvārds</b> Personas kods: 010170-10101</p> <p>Šīs apliecības uzrādītājam, saskaņā ar LR Ministru kabineta apstiprinātajiem Elektroenerģijas tirdzniecības un lietošanas noteikumiem, ir tiesības netraucēti piekļūt "Lietotāja" un tā teritorijā esošajām "Piegādātāja" elektroietaisēm.</p> <p>AS "Sadales tīkls" Valdes priekšsēdētājs <b>Apliecība Nr. 659</b></p>

ST

First level structural unit  
Second level structural unit  
Third level structural unit  
Name Surname  
Position

Name Surname

Personal ID number: 010170-10101

*Rights to enter all the facilities of Sadales tīkls AS*

The holder of this card is authorised to access freely the electrical facilities of the "Consumer" and of the "Supplier" in his territory in accordance with the Regulations of Trade and Consumption of Electricity approved by the Cabinet of Ministers of the Republic of Latvia

Chairman of the Management Board  
of Sadales tīkls AS  
Employee ID Card No. 100100



Contractor Entity  
Contractor Pass  
LET  
Name Surname  
Position

Name Surname

Personal ID number: 101070-10101




The holder of this card is authorised to access freely the electrical facilities of the "Consumer" and of the "Supplier" in his territory in accordance with the Regulations of Trade and Consumption of Electricity approved by the Cabinet of Ministers of the Republic of Latvia

Chairman of the Management Board  
of Sadales tīkls AS  
Pass Card No. 659

„Elektrum” Employee ID Card/Pass	
  <p>Vārds Uzvārds</p> <p>Amats</p>	
<p><b>Elektrum Eesti OÜ</b></p> <p>In case you found this card, please call us at +372 715 0050 or return it to address Liivalaia 45, Tallinn.</p>	<p><b>Elektrum Lietuva UAB</b></p> <p>In case you found this card, please call us at +370 5 2045059 or return it to address Gedimino pr. 18, Vilnius.</p>

## Samples of AS „Augstsprieguma tīkls” Passes

Issued till 2018:

<b>AS „Augstsprieguma tīkls” Employee ID Card/Pass</b>	
	 1.līmeņa struktūrvienība 2.līmeņa struktūrvienība 3.līmeņa struktūrvienība
<b>Vārds Uzvārds</b> Amats	
	
<b>Vārds Uzvārds</b>	
AS "Augstsprieguma tīkls" valdes priekšsēdētājs	
<b>APLIECĪBA Nr. 213141</b>	

AST

1. level structural unit

2. level structural unit

3. level structural unit

Name Surname

Position

Name Surname

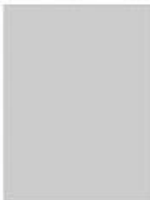
Chairman of the Management Board  
of AS “Augstsprieguma tīkls”  
ID Card No. 213141

Issued from 2018:

## APLIECĪBA

### MIĶELIS BAŠTIKS

Piegādes vadītājs  
Attīstības departaments



Arnis Staltmanis

AS Augstsprieguma tīkls  
valdes priekšsēdētājs

V. Boks

Apliecība Nr. 0053

## DARBUŅĒMĒJA CAURLAIDE

### MIĶELIS BAŠTIKS

Piegādes vadītājs  
SIA "Toblerone"



VIESU KARTE

Nº 042

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## Asset Pass

### ASSET PASS

Asset movement is allowed:

*Responsible person*

\_\_\_\_\_ *( name of the facility )*

\_\_\_\_\_ *( position, signature, name, surname )*

\_\_\_\_\_.\_\_\_\_\_.20\_\_.

<b>Movement allowed: ____ . ____ .20__ .</b>			
No.	Name of the assets taken in (or the number of the way-bill )	unit	quantity
No.	Name of the assets taken out (or the number of the way-bill )	unit	quantity
Asset owner:	Company name		
	Position, signature, name, surname		
<b>Taken in by:</b> _____ <i>(security – date, time, signature, name, surname)</i>		<b>Taken out by:</b> _____ <i>(security – date, time, signature, name, surname)</i>	
Vehicle: Manufacturer _____ State Reg. No. _____ Driver _____ <i>(name, surname, personal ID code)</i>		Vehicle: Manufacturer _____ State Reg. No. _____ Driver _____ <i>(name, surname, personal ID code)</i>	

#### 4. Asset Pass Card

Asset Pass Card is issued by the Pass Office. Asset Pass Card is prepared and printed on A4 size format in paper copy and laminated if necessary.

Issue date, expiration date, vehicle manufacturer and registration number, vehicle owner and vehicle driver, and the list of special equipment and tools necessary for execution of particular works shall be specified in the Asset Pass Card.



Akciju sabiedrība „Latvenergo”

Vien. reģ. Nr. 40003032949

Pulkveža Brieža iela 12, Rīga, LV-1230, Latvija

Tālr. (+371) 67728222, fakss (+371) 67728880, [www.latvenergo.lv](http://www.latvenergo.lv), [info@latvenergo.lv](mailto:info@latvenergo.lv)

### Materiālo vērtību caurlaides karte Nr. 04/2018

Izsniegta: \_\_\_\_\_.\_\_\_\_.201\_\_.

Derīga: no \_\_\_\_\_.\_\_\_\_.201\_\_ līdz \_\_\_\_\_.\_\_\_\_.201\_\_.

Izsniegta automašīnai: \_\_\_\_\_

valsts reģistrācijas Nr.: \_\_\_\_\_

Automašīnas īpašnieks / valdītājs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Automašīnas pastāvīgā komplektācija (iekārtas un instrumenti):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Pamatojums: \_\_\_\_\_

AS “Latvenergo”  
Drošības funkcijas  
Caurlaižu administrēšanas nodaļas vadītājs

### Location and working hours of the Pass Office

Location	Phone	Office hours
AS "Latvenergo" Pulkveža Brieža street 12 Riga, LV-1230	Phone: 67728173; 67728236; Fax: 67728189 e-mail: <a href="mailto:caurlaizu.birojs@latvenergo.lv">caurlaizu.birojs@latvenergo.lv</a>	On working days from 8:00 am to 04:00 pm
TEC-2 (TPP-2) Granīta street 31, Acone, Salaspils district, Salaspils region	22311; 67722311 e-mail: <a href="mailto:caurlaizu.birojs@latvenergo.lv">caurlaizu.birojs@latvenergo.lv</a>	On Tuesdays and Thursdays from 08:00 am to 03:00

### Workplace safety induction and office hours

Location	Phone	Office hours
AS "Latvenergo" Pulkveža Brieža street 12 Riga, LV-1230	Phone: 67728173; 67728236; Fax: 67728189 e-mail: <a href="mailto:caurlaizu.birojs@latvenergo.lv">caurlaizu.birojs@latvenergo.lv</a>	Monday Tuesday Thursday Friday from 8:00 am to 12:00 pm
TEC-2 (TPP-2) Granīta street 31, Acone, Salaspils district, Salaspils region	22311; 67722311 e-mail: <a href="mailto:caurlaizu.birojs@latvenergo.lv">caurlaizu.birojs@latvenergo.lv</a>	Monday Tuesday Thursday from 09:00 am to 12:00 pm
Pļaviņas HPP Enerģētiku street 2, Aizkraukle	22311; 67722311 e-mail: <a href="mailto:caurlaizu.birojs@latvenergo.lv">caurlaizu.birojs@latvenergo.lv</a>	Thursday from 10:00 am to 12:00 pm



Appendix 3

1. Restricted access areas and the persons responsible for them in the administrative building at Pulkveža Brieža street 12, Riga

Room No.	Room name	Responsible person	Phone No. of the responsible person

2. Restricted access areas and the persons responsible for them in the administrative building at Ventpils street 58, Riga

Room No.	Room name	Responsible person	Phone No. of the responsible person

3. Restricted access areas and the persons responsible for them at TPP-1 power plant

Room No.	Room name	Responsible person	Phone No. of the responsible person

4. Restricted access areas and the persons responsible for them at TPP-2 power plant

Room No.	Room/facility name	Responsible person	Phone No. of the responsible person

5. Restricted access areas and the persons responsible for them at Riga HPP power plant

Room No.	Room/facility name	Responsible person	Phone No. of the responsible person

6. Restricted access areas and the persons responsible for them at Ķegums HPP power plant

Room No.	Room/facility name	Responsible person	Phone No. of the responsible person

7. Restricted access areas and the persons responsible for them at Pļaviņas HPP power plant

Room No.	Room/facility name	Responsible person	Phone No. of the responsible person

8. Restricted access areas and the persons responsible for them in the administrative building at Tilta iela 1 and in the business operational territory at Tilta iela 2, Aizkraukle

Buiding/ Room No.	Room/facility name	Responsible person	Phone No. of the responsible person

### List of the employees who are permitted to approve the Asset Passes

Upon completing the form:

- only those asset categories shall be indicated **that are actually necessary** – in the opinion of the Heads of the functions/ structural units;
- only **one** responsible person shall be assigned to each asset category.

*Facility name, address*

Asset category	Structural unit, position	Name, surname	Phone
Computers, copying machines			
Communications and data transfer equipment			
Fittings, inventory and furniture, inventory and maintenance materials			
Storage of Procurement & Logistics			

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**List of the employees of who are permitted to order Visitor Passes for visitors verbally**

**In all the facilities of Latvenergo Group:**

Management Board of AS "Latvenergo" and Structural Unit directors and their secretaries\*;  
Office Management employees;  
Security department employees;  
Inspection employees;  
Communication Director and Press Secretary,  
International Affairs and Branding Director;  
Facility Service Management Director;  
Real Estate Management Director.

\* Secretaries - only on behalf of aforementioned persons

**In the administrative building of Latvenergo AS at Pulkveža Brieža street 12, Riga:**

AS "Latvenergo" department/unit Directors/Managers;  
AS „Latvijas elektriskie tīkli" Management Board Members;  
AS „Sadales tīkls" Management Board Members;  
AS „Energijas publiskais tirgotājs" Management Board Members;  
SIA „Elektrum Latvija" Management Board Members;  
„Elektrum Eesti" OÜ Management Board Members;  
„Elektrum Lietuva" UAB Management Board Members;  
AS „Augstsprieguma tīkls" Management Board Members, Dispatching control service director; System control director;  
Technical department director and Service department director Facility Service Management Unit;  
Logistics department director and procurement department director of Procurement and Logistics Unit

**TPP-1 :**

Chief operating officer;  
TPP technical director;  
TPP-1 power plant director, Maintenance Service director and Operational personnel department manager;  
Generation projects director and Project managers;  
Logistics department director and procurement department director of Procurement and Logistics Unit;  
Technical department director and Service department director Facility Service Management Unit

\* employees responsible for the document flow control and document process management on behalf of aforementioned persons.

**TPP-2:**

Chief operating officer;  
TPP technical director;  
HPP technical director;  
Technical Planning department Director;  
TPP-2 power plant director, Power Plant Maintenance Service director, Operational personnel department manager; Auxiliary equipment Maintenance Service manager;  
Generation projects director and Project managers;  
Logistics department director and procurement department director of Procurement and Logistics Unit;

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Facility Service Management Unit Technical department director and Service department director

*\* employees responsible for the document flow control and document process management on behalf of aforementioned persons.*

**Riga HPP:**

Chief operating officer;  
HPP technical director;  
Riga HPP power plant director;  
Riga HPP Dispatcher Service director and dispatchers, generation equipment department manager;  
HPP technical management department Generation Equipment Service manager and Hydrotechnical structure department director;  
Generation projects director and Project managers;

*\* employees responsible for the document flow control and document process management on behalf of aforementioned persons.*

**Ķegums HPP:**

Chief operating officer;  
TPP technical director;  
Ķegums HPP power plant director;  
Ķegums HPP Dispatcher Service director and dispatchers, generation equipment department manager;  
HPP technical management department Generation Equipment Service manager and Hydrotechnical structure department director;  
Generation Project director and project managers, Logistics department director and procurement department director of Procurement and Logistics Unit \*\*;  
Facility Service Management Unit Technical department director and Service department director;  
IT and T regional maintenance director and Cable department director and employees\*\*\*

*\* employees responsible for the document flow control and document process management on behalf of aforementioned persons.*

*\*\* Left bank of Ķegums HPP,*

*\*\*\* Left bank of Ķegums for IT and T Cable department visit*

**Pļaviņas HPP:**

Chief operating officer;  
HPP technical director;  
Pļaviņas HPP power plant director;  
Pļaviņas HPP Dispatcher Service director and dispatchers, generation equipment department manager;  
HPP technical management department Generation Equipment Service manager and Hydrotechnical structure department director;  
Generation projects director and Project managers;

*\* employees responsible for the document flow control and document process management on behalf of aforementioned persons.*

**In the administrative building at Tilta iela 1 and in the business operational territory at Tilta iela 2, Aizkraukle:**

Chief operating officer;  
HPP technical director;  
Pļaviņas HPP power plant director;  
Pļaviņas HPP Dispatcher Service director and dispatchers, generation equipment department manager;

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HPP technical management department Generation Equipment Service manager and Hydrotechnical structure department director;  
 Generation Project director and project managers, Logistics department director and procurement department director of Procurement and Logistics Unit ;  
 Facility Service Management Unit Technical department director and Service department director;  
 Transport department director, Transport services department manager and supporting services department manager

*\* employees responsible for the document flow control and document process management on behalf of aforementioned persons.*

**In the administrative building at Ventpils street 58, Riga:**

AS “Latvenergo” structural unit directors;  
 IT and T monitoring department manager and telecommunication network dispatchers;  
 IT and T Wholesale and Sales Support department manager;  
 IT and T service management department director;  
 IT and T perspective solution department manager;  
 IT and T telecommunication network architecture department manager;  
 IT and T telecommunication solution department manager  
 Facility Service Management Unit Technical department director and Service department director;  
 AS “Sadales tīkls” Education center manager, education coordinator and methodologist

*\* employees responsible for the document flow control and document process management on behalf of aforementioned persons.*

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Appendix 6

**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	ES Group (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)

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\_\_\_\_\_ (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	ES Group (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	ES group	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.

AS "Latvenergo" notes

<p><b>Approved:</b> AS "Latvenergo" employee (Project Manager) responsible for coordination and control of work execution</p> <p>_____ (position, signature, name, surname, phone no.)</p> <p>Workplace: _____</p> <p>Access rights: _____ (name of the building, territory, area and/or premises)</p>	<p><b>Approved:</b> AS "Latvenergo" Facility Manager</p> <p>_____ (position, signature, name, surname,)</p>
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\* Only for foreigners (guest workers).



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**Application for contractor passes - template for electronic submission**  
(sender's company name, Contract number or supporting document number shall be also specified in the Subject of an e-mail)

**MS Excel** or **MS Word** file

Data table:

Pilnvarojuma vēstules datums un numurs:				Kontaktpersona, tel.Nr.:								
Organizācija:												
Vienotais reģistrācijas numurs:				Līguma noslēgšanas datums un Nr.:								
Juridiskā adrese:				Līguma nosaukums (darbu apraksts)								
Apmeklējuma termiņš: no - līdz												
Apmeklējamais objekts (objekti):												
Nr.	Vārds	Uzvārds	Personas kods	Amats	Elektrodrošības grupa (ED)	ED Apliecības Nr.	ED Apliecība derīga		Speciālās tiesības (apmācīts paaugstinātas bīstamības vai speciālo darbu veikšanai)	Atbildīgā persona (saskaņā ar LEK 025 un MK noteikumiem Nr.1041)	Transporta marka/modelis	Transporta valsts reģ.Nr.
							no	līdz				
1												

\* In the table data fields [**Personal ID No.**] and [**state Reg. No.**] data shall be entered WITHOUT spaces. For example [**210181-12345**], [**AA2341**]

**Template of the application/letter regarding  
work after regular working hours, on weekends and holidays**

(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  
Latvenergo AS  
*facility name*

Regarding work after regular working hours

Please issue a permit to work after regular working hours from..20

\_\_\_\_\_ to \_\_\_\_\_  
from \_\_\_\_\_, \_\_\_\_\_.20 \_\_\_\_\_ to \_\_\_\_\_

in order to carry out work under Contract No. \_\_\_\_\_  
\_\_\_\_\_ (contract number, title)

of \_\_\_\_\_, \_\_\_\_\_.20 \_\_\_\_\_

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
1.			

In order to perform work, it is necessary to enter the territory of *the facility* by the following transport vehicles:

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

Work manager: \_\_\_\_\_

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

*AS “Latvenergo” notes*

<p><b>Approved:</b> AS “Latvenergo” employee (Project Manager) responsible for coordination and control of work execution</p> <p>_____</p> <p>_____ <i>(position, signature, name, surname, phone no.)</i></p> <p><b>Workplace:</b></p> <p>_____</p> <p><b>Access rights:</b> _____ <i>(name of the building, territory, area and/or premises)</i></p>	<p><b>Approved:</b> AS "Latvenergo" Facility Manager</p> <p>_____</p> <p>_____ <i>(position, signature, name, surname,)</i></p>
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Appendix 8

**Special rights  
indicated in AS “Latvenergo” and AS “Sadales tīkls” employee ID cards  
and Contractor Passes**

Are indicated for the employees of AS “Latvenergo” and AS “Sadales tīkls” structural units and Sadales tīkls AS contractors' entities who in order to fulfil their work duties have to access the electrical facilities of electricity consumers.

**The holder of this card is authorized to access freely the electrical facilities of *the Consumer* and of *the Supplier* located in his territory in accordance with the Regulations of Trade and Consumption of Electricity approved by the Cabinet of Ministers of the Republic of Latvia.**