



REPUBLIC OF ALBANIA
MINISTRY OF FINANCE AND ECONOMY
State Labour Inspectorate and Social Services

Format Nr. 2

INSPECTION RECORD

No. **III / 00000007 / IR** Date __ / __ / ____ /

Based on the articles 45 and following of law no. 10433, dated 16.06.2011 "On Inspection in the Republic of Albania".

Subject Name: _____ NIPT / NUIS: _____

Address / Location: _____

Name of employer _____

Duration of the inspection at the place of inspection: _____
(time, start date) (time, date of completion)

Place / places of inspection (address / s): _____

Type of authorization: displayed Authorization : Yes No

Prior notice to the subject: Yes No

Special section: inspection with Authorization Yes No
(if No will be selected one of the letters of Article 27, paragraph 2 of Law 10 443)

1. Entry and Forceful Inspection in the presence of an employee of the State Police: Yes No
(If yes, the following reasoning is completed, and there is room for loading the expense document)

2. Exclusion of the representative of the inspected subject: Yes No (If yes, fill in as follows)

Reason of exclusion:

Received Samples : Yes No
(if Yes, the table will appear as follows)

No.	Received sample	AMOUNT	UNIT
1			
2			

Received Documents:

No	DOCUMENT AND DESCRIPTION	No. PAPERS
1		
2		

Decision on seizure of documentation: _____

No	DOCUMENT AND DESCRIPTION	No. PAPERS
.		
1		
2		

3. Urgent measures: Yes No (If yes, go to format no. 2/1 "Record on the spot", which is finalized with the filling of Form No.4 "Interim decision on taking the urgent measure")

4. Obligation to appear at the office of the labour inspector / supervisor: Yes No
 (Article 33, Item 1 / b and 2 of the Law No. 10 433, dated 16.06.2011 "On Inspection in the Republic of Albania", as well as Article 22 Item 6 of the Law no.9634, dated 30.10.2006, "On Labour Inspection " (amended))

Authorized representative of entity _____, dated __ / __ / ____ /; time _____ to appear to the address: _____, for the continuation of the inspection.

5. The documentation you need to submit:

No	Document
.	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Non-appearance will be considered as a deterrence to fulfill the duty of the Inspector / Controller by taking legal action against your subject as provided by law.

6. Unaccomplished Tasks from Previous Inspection:

7. Ascertained Findings

Are there violations of legal requirements: Yes No

(If "ascertained findings " They are **NO**, this record is considered as a final decision, and are completed as follows)

8. FINAL DECISION (reflecting the reasons for the completion of the procedure)

(If "**ascertained findings** " They are **PO** to be completed as follows, and after observing the legal deadlines left to the subject is passed in the format No. 5 "Final Decision")

7.1 Findings ascertained in this record fall in contravention of the legal requirements provided in the law, article, point, letter and DCM for implementation:

7.2 Ascertained findings for law enforcement no. 76/2014 "For some additions and amendments to the law no. 9636, dated 6.11.2006 "On the Protection of Health from Tobacco Products", as amended.
 Yes No

9. Informal Employees found out:

Out of the control exercised in this subject were found ____ total employees, of which ____ informal employees listed as follows:

No	Name Surname	ID	Date. Commencement of work on this subject	No	Name Surname	ID	Date. Commencement of work on this subject
1				13			
2				14			
3				15			
4				16			
5				17			
6				18			
7				19			
8				20			
9				21			
10				22			
11				23			
12				24			

10. Employees under 18 years old ascertained:

Out of the control exercised in this subject were found ____ total employees, of which ____ informal employees listed as follows:

Name Surname	Age	Gender F / M	Nationality ID	Education	Description of the working process	DURATION. Break. Yearly DAYS	DURATION of daily work Hours	DURATION of weekly working time Hours	Individual employment contract (Yes / No)	Examination. medical Yes/No	Author Yes/No	Season. Yes/No	I

This record was held today on ___ / ___ / _____ / and after readed is signed as follows:

Labour Inspector/s The person authorized by the subject

11. Notification of records of the inspected subject

For the violations and findings contained in this record, the entity may file its written or oral disputes at the State Labor Inspectorate and Social Services within ___ days from the date of notification of this record. Upon completion of this deadline, the final inspection decision will be taken.

Note: Required, attached to this "Payments Schedule E-SIG 025" and "Form E-SIG 027"

attached checklist completed during the inspection

The record shall be notified to the subject within 5 days from the date of completion of the inspection.

This record is kept in three copies