



**REPUBLIC OF ALBANIA**  
**Ministry of Finance and Economy**  
**State Labour Inspectorate and Social Services**

Form No. 3

**INSPECTION RECORD (SPECIAL)**

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 authorisation 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. Exemption of the representative of the inspection subject:** Yes  No

*(If yes, fill in as follows)* **Justification 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. Unaccomplished Tasks from Previous Inspection:**

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**5. Ascertained Findings**

Are there violations of legal requirements: Yes  No   
 (If "ascertained findings "They are **YES** to be completed as follows, and after observing the legal deadlines left to the subject is passed in the format No. 5 "Final Decision")

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

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**5.2** Ascerained 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

**6. 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				10			
2				11			
3				12			
4				13			
5				14			
6				15			
7				16			
8				17			
9				18			

**7. 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

**8. Explanations and disputes of the subject on the facts and circumstances ascertained:**

The working group, after carrying out the inspection, prepared the inspection record and communicated it to the inspection subject. The subject of the inspection had disputes as follows:

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*Documents submitted by the entity are uploaded to the system*

**9. Violation of legal requirements:**

On the basis of the inspection record and disputes of the subject of the inspection, the following violations of the legal requirements (title of the law, article, point, letter) resulted:

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\_\_\_\_\_  
\_\_\_\_\_

**I. ADMINISTRATIVE OFFENSES**

Due to the violations of the legal requirements of the subject of the inspection, in support of the law No. \_\_\_\_\_ / item \_\_\_\_ point \_\_\_\_\_ letter \_\_\_\_\_, they are classified as administrative offenses and administrative penalties are prescribed as follows:

- 1. The main administrative penalty:
  - a. \_\_\_\_\_;
  - b. \_\_\_\_\_;
  
- 2. Additional Administrative Penalty:
  - a. \_\_\_\_\_;
  - b. \_\_\_\_\_;
  - c. \_\_\_\_\_;

Violations of legal requirements to be corrected:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached checklist completed during the inspection

**II. FINAL DECISION**

- 1. The final decision in the cases of getting it to the spot at the end of the inspection (*according to the provisions of the special law*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This record was held today on \_\_\_ / \_\_\_ / \_\_\_\_\_ / and after readed is signed as follows:

**Labour Inspector/s The person authorized by the subject**

\_\_\_\_\_  
\_\_\_\_\_

This record is completed on casual inspections.

*This record is kept in three copies*