

## Template: Official approval protocol for contractor’s work

Contact the concerned authority, inform them of your intention to apply the official approval protocol and arrange a meeting at the project site. Document your meeting with the authorities in the table below and obtain their signature for approval (see the template below). Get also the signatures for the approval from the Supervisor of the construction and the Contractor. Refer to the info sheet for further explanations, guiding questions and examples.

Name of the project: ...	
Contact person, Institution:	...
Meeting arrangements:	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> <li>• ...</li> </ul>
<ul style="list-style-type: none"> <li>• Date and time</li> <li>• Place</li> <li>• Participants</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> <li>• ...</li> </ul>

### Official Approval protocol (information to be filled in)

(Relevant Authority) hereby approves the work performed by (contractor) for the construction of (description of the infrastructure). This infrastructure satisfies the requirements and standards specified in the (official documents with relevant standards). (Relevant Authority) certifies that this infrastructure is approved to deliver the services for which is has been authorized (specify here the services) to the population around the area of (specify the site).

\_\_\_\_\_ Date:  
 (Authority signature)  
 (Name, organization, position)

\_\_\_\_\_ Date:  
 (Supervisor of the construction work signature)  
 (Name, organization, position)

\_\_\_\_\_ Date:  
 (Contractor signature)  
 (Name, organization, position)

\_\_\_\_\_ Date:  
 (CSO signature)  
 (Name, organization, position)