

**< Sample of C-01 Recommendation Letter >**

**FIRM OR COMPANY NAME  
BUSINESS ADDRESS**

Date: \_\_\_\_\_

Fire Department  
Bureau of Fire Prevention  
9 Metro Tech Center  
Brooklyn, NY 11201-3857

Dear Sir/Madam:

As the supervisor of (NAME OF PLANT) located at (WORK PREMISES ADDRESS), I affirm that the applicant, (NAME OF APPLICANT) has a reasonable understanding of NYC Fire Rules sections pertaining to LNG, as well as the regulations of the NYS Department of Transportation.

(NAME OF APPLICANT) is knowledgeable of the provisions contained therein. Applicant is of GOOD CHARACTER and is PHYSICALLY ABLE to perform the functions required by the holder of this Certificate of Fitness.

This applicant has met **one** of the following criteria listed below:  
*(check the box that applies)*

- Holds a Certificate of Completion from a technical school or program (the copy of the document is attached);
- Holds a Certificate of completion from Airframe and/or Powerplant (the copy of the document is attached);
- Has \_\_\_\_\_ year(s) of technical work experience at (THE NAME OF THE LNG PLANT OR OTHER TECHNICAL WORK ENVIRONMENT). He/she has completed all required learning modules related to all technical equipment that he/she will use at the work location listed above.

In addition, this applicant has completed and understands the required specific training and modules regarding safety, hazardous material, handling of equipment at the plant as well as fire protection and fire suppression protocol. Such employee is selected on the basis of general understanding and experience with LNG plant operations, which includes and is not limited to: fire protection systems, refrigeration systems, processing, maintenance and repair, and transfer operations.

\_\_\_\_\_  
(Printed name of Employer)

\_\_\_\_\_  
(Employer's title)

\_\_\_\_\_  
(Signature of Employer)

**NOTE: The recommendation letter should be on employer's letterhead. If not on employer's letterhead, signature must be notarized.**

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