

REL Support Letter

Sample letter for REL Applications



Company letterhead
Company letterhead

dd/mm/yy
(needs to be current)

Dear licensing team,

Jo Sparks is employed with ABC Pty Ltd / is self-employed and requires a Restricted Electrical Worker's Licence (REL) to satisfy their job description as a <<enter job title here>>

My/their primary trade is (example: refrigeration mechanic, appliance repair technician, radiological service agent, etc) and I/they intend to disconnect/reconnect / fault find the following types of equipment:

This list does not need to be exhaustive but must provide an overview of what you do. Examples have been provided below.

- HVAC plant and related installations.
- Cold rooms, commercial freezers, split systems
- The maintenance of Hot Water systems/ hydronic heating/ pool heating.
- Service Dialysis machines.
- Gas Cooktops
- Conveyer Belts and screw lifts
- Electric Pumps for water/ sewage
- etc

As part of repairing and maintaining the above equipment, I/ they will be replacing/ repairing the following equipment parts:

This list does not need to be exhaustive but must provide an overview and include the applicable voltage of the equipment. Examples have been provided below.

- PCBs
- Motors
- Fans and fan belts
- Pilot lights
- etc

I/they are required to hold a REL as it is impractical/inefficient to require a licensed electrician to undertake the proposed REL work due to the following reasons: <<list applicable reasons>>

The proposed REL work is likely to occur <<list frequency/how often the proposed REL work is likely to occur>>

Regards,

Supervisor/ Manager/ Director

Signature

Full name

Electrical licence number(s) if applicable