

APPROVED
by the Decision of the General Members' Meeting
of Non-commercial Partnership
"Sakhalin regional association of constructors"
Minutes №1 of February «04 » 2010

Appendix №3
to «The requirements to issue the competency
certificate of the Non-commercial Partnership
"Sakhalin regional association
of constructors" (PR-05-09)

**REQUIREMENTS TO ISSUE THE COMPETENCY CERTIFICATE TO THE TYPE OF WORKS
«36. WORKS RELATED TO BUILDING CONTROL EXERCISE BY A BUILDER»**

Термины и определения, сокращения

Type of works – type of works «36. Works, related to building control exercise by a builder»

State customers (Civil Code of the RF) under the state contract can be the state authorities, State non-budgetary funds as well as budgetary institutions, other Federal budget fund receivers and budgetary institutions, authorized by the State government bodies of the Russian Federation constituent entities for placement of orders to perform contract works for Russian Federation constituent entities needs, other budget funds receivers of the Russian Federation constituent entities, when placing the orders to perform such works at the expense of the budgetary funds and non-budgetary sources.

Customer (Federal Law №39-FZ of February 25, 1999 as amended on July 24, 2007) – authorized by the investors a physical or legal entity that carries out the implementation of the capital investment projects.

Builder (Federal Law № 214-FZ of December 30, 2004) – a legal entity of individual entrepreneur that owns or has on lease a land plot and attracts monetary resources of the shared construction participants in accordance with the Law.

Builder (Town-Planning Code of the Russian Federation) – a company that ensures construction, reconstruction, capital repair of the capital construction objects on the owned land plot as well as execution of engineering surveys, preparation of the design documentation for their construction, reconstruction, capital repair of the capital construction objects.

Municipal Customers (Civil Code of the Russian Federation) under the municipal contract can be the local government bodies as well as budgetary institutions, authorized by the local government bodies for placement of orders to perform contract works for municipal needs and other budget holders, when placing the orders to perform such works at the expense of budgetary funds and non-budgetary sources.

OKS – Capital Building Department or other subdivision of the organization, the employees of which perform the building control functions.

Organization – A legal entity or individual entrepreneur that intends to receive the Competency Certificate for a type of work or holds such Certificate;

Appendix №4 – Appendix "Classification of specialities by education level, when issuing the Competency Certificate for the works, effecting the safety of the capital construction objects" to "The requirements to issue the Competency Certificate of the Non-commercial Partnership "Sakhalin regional association of constructors" (PR-05-09).



Building control – a control, exercised by a customer or by organization, involved by the latter, in the course of construction, reconstruction capital repair of the capital construction objects for the quality of the works being performed, for the conformity to the design documentation, requirements of the technical regulations, results of the engineering surveys and city development plan of the area.

1. Requirements to the individual entrepreneurs, employees of the individual entrepreneur, employees of the legal entity

1.1. The organization should have on the staff an employee in executive position on the primary work location (Director of an organization, Deputy Director of an organization, Head of an organizational unit), who holds responsibility for building control organization, exercised by a Customer.

1.2. Such Director should have higher education of any profile (according to Tables 1-5 of Appendix №4) and no less than 5 (five) years' work experience in the construction profession.

1.3. The organization should have on the staff a subdivision (subdivisions), which holds responsibility for the building control functions exercise. Such subdivision should have the specialists with higher or secondary vocational education of the relevant profile. These specialist should have no less than 3 (three) years' work experience in the profession – for those with higher education or no less than 5 (five) years' work experience – for those with secondary vocational education.

1.4. Minimum required number and possible allowable variants of employees combinations, set forth in i. 1.3, are given in the Table №1.

Table 1 Variants of the minimum quantity of employees, depending on the education level.

Variant №	Minimum quantity of specialists with higher education	Minimum quantity of specialists with secondary vocational education
1.	3	0
2.	0	5
3.	1	4
4.	2	3

1.5. No less than 1 (one) employee, specified in i.1.3, should have the education of engineering and communication profile (Table 2 of Appendix №4).

1.6. No less than 1 (one) employee, specified in i.1.3, should have the education of electrotechnical profile (Table 3 of Appendix №4).

1.7. No less than 1 (one) employee, specified in i.1.3, should have the education of construction profile (Table 1 of Appendix №4).

1.8. In case the declared employee of the organization fails to meet the requirements as to the education of relevant profile (according to the tables of Appendix №4), the settlement of issue on conformity of one or another employee to the specified requirements, can be transferred to the Control Board, which makes the relevant decision based on the objective

evidence (length of service, work experience, education, additional training) with regard to every such employee as well as organization's basic profile.

1.9. Employees, specified in i. 1.1, i.1.3, should undergo advanced training no less frequently than 1 (one) time every 5 (five) years according to the program including the training (advanced training) in building control and (or) construction safety assurance.

1.10. To obtain the Competency certificate for the given Type of works, the organization may not declare the line employees in case the organization individually performs the building activities.

2. Requirements to availability of property, required to perform the building control

2.1. With regard to the organization the following requirements are set regarding the availability of property belonging on the basis of ownership right or on other legal basis, required to perform the Type of works:

2.1.1. availability of office premise;

2.1.2. availability of office equipment, control and measuring devices to exercise the building control;

2.1.3. availability of construction related information-legal reference systems;

2.1.4. availability of the construction technology laboratory for provision of services, required during the building control or availability of agreements with such laboratories.

3. Requirements to availability of documents for the internal building control system

3.1. Organization shall:

3.1.1. Develop and introduce the system of normative and technical documents (orders, regulations, contracts, standards, guidelines, agreements or other documents), required to exercise the building control, performed by Customer;

3.1.2. Develop and use the documents in terms of quality control organization of the works being performed (regulations for the building control, regulations for the subdivision, exercising the building control).

3.2. In addition to the specified package of documents, required to enter the Partnership, the organization shall provide the copies of the effective documents, set forth in i. 3.1, which determine the powers, rights and responsibility of the declared directors and specialists to exercise the building control (organization chart of the organization, organization chart of the OKS, job descriptions, regulations for the building control, orders on assignment of persons in charge etc.) as well as information on the construction technology laboratory.

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**REQUIREMENTS TO ISSUE THE COMPETENCY CERTIFICATE TO THE TYPE OF WORKS
«37. WORKS FOR EXECUTION OF THE BUILDING CONTROL BY A LEGAL ENTITY
OR UNDIVIDUAL ENTREPRENEUR, INVOLVED UNDER THE CONTRACT BY A
BUILDER OR CLIENT»**

Term and definitions, abbreviations

Type of work – type of works 37 «Works for execution of the building control by a legal entity or individual entrepreneur, involved under the contract by a builder or customer».

State customers (Civil Code of the RF) under the state contract can be the state authorities, State non-budgetary funds as well as budgetary institutions, other Federal budget fund receivers and budgetary institutions, authorized by the State government bodies of the Russian Federation constituent entities for placement of orders to perform contract works for Russian Federation constituent entities needs, other budget funds receivers of the Russian Federation constituent entities, when placing the orders to perform such works at the expense of the budgetary funds and non-budgetary sources.

Customer (Federal Law №39-FZ of February 25, 1999 as amended on July 24, 2007) – authorized by the investors a physical or legal entity that carries out the implementation of the capital investment projects.

Builder (Federal Law № 214-FZ) – a legal entity of individual entrepreneur that owns or has on lease a land plot and attracts monetary resources of the shared construction participants in accordance with the Law.

Builder (Town-Planning Code of the Russian Federation) – a company that ensures the construction, reconstruction, capital repair of the capital construction objects on the owned land plot as well as execution of engineering surveys, preparation of the design documentation for their construction, reconstruction, capital repair of the capital construction objects.

Municipal Customers (Civil Code of the Russian Federation) under the municipal contract can be the local government bodies as well as budgetary institutions, authorized by the local government bodies for placement of orders to perform contract works for municipal needs and other budget holders, when placing the orders to perform such works at the expense of budgetary funds and non-budgetary sources.

OKS – Capital Building Department or other subdivision of the organization, the employees of which perform the building control functions.

Organization – A legal entity or individual entrepreneur that intends to receive the Competency Certificate for a type of work or holds such Certificate;



Appendix №4 – Appendix “Classification of specialities by education level, when issuing the Competency Certificate for the works, effecting the safety of the capital construction objects” to “The requirements to issue the Competency Certificate of the Non-commercial Partnership “Sakhalin regional association of constructors” (PR-05-09).

Building control – a control, exercised by a builder, customer or by organization, involved by the latter, in the course of construction, reconstruction capital repair of the capital construction objects for the quality of the works being performed, for the conformity to the design documentation, requirements of the technical regulations, results of the engineering surveys and city development plan of the area (contract conditions compliance verification by the contractor).

1. Requirements to the individual entrepreneurs, employees of the individual entrepreneur, employees of the legal entity

1.1. The organization should have on the staff an employee in executive position on the primary work location (Director of an organization, Deputy Director of an organization, Head of an organizational unit), who holds responsibility for building control arrangement, exercised by a Customer.

1.2. Such Director should have higher education of any profile (according to Tables 1-5 of Appendix №4) and no less than 5 (five) years' work experience in the construction profession.

1.3. The organization should have on the staff a subdivision (subdivisions), which holds responsibility for the building control functions exercise. Such subdivision should have the specialists with higher or secondary vocational education of the relevant profile. These specialist should have no less than 3 (three) years' work experience in the profession – for those with higher education or no less than 5 (five) years' work experience – for those with secondary vocational education.

1.4. Minimum required number and possible allowable variants of employees combinations, set forth in i. 1.3, are given in the Table №1.

Table 1 Variants of the minimum quantity of employees, depending on the education level.

Variant №	Minimum quantity of specialists with higher education	Minimum quantity of specialists with secondary vocational education
1.	3	0
2.	0	5
3.	1	4
4.	2	3

1.5. No less than 1 (one) employee, specified in i.1.3, should have the education of engineering and communication profile (Table 2 of Appendix №4).

1.6. No less than 1 (one) employee, specified in i.1.3, should have the education of electrotechnical profile (Table 3 of Appendix №4).

1.7. No less than 1 (one) employee, specified in i.1.3, should have the education of construction profile (Table 1 of Appendix №4).

1.8. In case the declared employee of the organization fails to meet the requirements as to the education of relevant profile (according to the tables of Appendix №4), the settlement of issue on conformity of one or another employee to the specified requirements, can be

transferred to the Control Board, which makes the relevant decision based on the objective evidence (length of service, work experience, education, additional training) with regard to every such employee as well as organization's basic profile.

1.9. Employees, specified in i. 1.1, i.1.3, should undergo advanced training no less frequently than 1 (one) time every 5 (five) years according to the program including the training (advanced training) in building control and (or) construction safety assurance.

1.10. Employees, specified in i. 1.1, i.1.3, may not be declared by the organization to receive the Competency Certificate for other types of work.

2. Requirements to availability of property, required to perform the building control

2.1. With regard to the organization the following requirements are set regarding the availability of property belonging on the basis of ownership right or on other legal basis, required to perform the Type of works:

2.1.1. availability of office premise;

2.1.2. availability of office equipment, control and measuring devices to exercise the building control;

2.1.3. availability of construction related information-legal reference systems;

2.1.4. availability of the construction technology laboratory for provision of services, required during the building control or availability of agreements with such laboratories.

3. Requirements to availability of documents for internal building control system

3.1. Organization shall:

3.1.1. Develop and introduce the system of normative and technical documents (orders, regulations, contracts, standards, guidelines, agreements or other documents), required to exercise the building control, performed by Customer (by organization, involved by a Customer);

3.1.2. Develop and use the documents in terms of quality control organization of the works being performed (regulations for the building control, regulations for the subdivision, exercising the building control).

3.2. In addition to the specified package of documents, required to enter the Partnership, the organization shall provide the copies of the effective documents, set forth in i. 3.1, which determine the powers, rights and responsibility of the declared directors and specialists to exercise the building control (organization chart of the organization, organization chart of the OKS, job descriptions, regulations for the building control, orders on assignment of persons in charge etc.) as well as information on the construction technology laboratory.

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REQUIREMENTS TO ISSUE THE COMPETENCY CERTIFICATE TO THE TYPE OF WORKS

«38. Works, related to organization of construction, reconstruction and capital repair by a legal entity or individual entrepreneur (general contractor), involved under the contract by a builder or customer

Terms and definitions, abbreviations

Type of works – type of works 37 «Works, related to organization of construction, reconstruction and capital repair by a legal entity or individual entrepreneur (general contractor), involved under the contract by a builder or customer».

General contractor is considered to be a contractor that individually performs part of the works under the contract, for which it has a Competency Certificate and at least it has one subcontract agreement or it has no less than two subcontract agreements in case it does not perform the building works individually. The **subcontractors** should have the Competency Certificates for the types of works for which they sign a subcontract agreement with the **General contractor**. The building organization, performing all the works under the contract with the Customer, using its own resources is not considered to be a general contractor. In this case, it is considered to be a **contractor** and must have a Competency certificate for all the works, effecting the safety of the given capital construction object. Possibility for the contractor to involve for performance of part of the works by the subcontractors is specified by the auction (tender) documentation and contract agreement with the Customer. With consent of the general contractor, the customer has a right to sign the contracts with other parties to perform certain works. In this case, the mentioned parties shall bear responsibility for failure to perform or improper performance of a work directly before the customer.

Organization – a legal entity or individual entrepreneur that intends to obtain a Competency Certificate for a type of work or holds such Certificate.

Contractor – organization that is the performer of the contract agreement, i.e. agreement with the customer on building works performance and holds responsibility for performance of the whole work package, specified by the building contract. In case the Customer signs several contract agreements to perform works for an object (project) construction, the quantity of contractors will as many as signed by the Customer.

Appendix №4 – Appendix "Classification of specialities by education level, when issuing the Competency Certificate for the works, effecting the safety of the capital construction objects" to "The requirements to issue the Competency Certificate of the Non-commercial Partnership "Sakhalin regional association of constructors" (PR-05-09).

PTO – production and technical department or any other organizational unit, holding responsibility to exercise the functions to ensure the organization of building process to perform the contract agreement (general contractor contract).



1. Requirements to the individual entrepreneurs, employees of the individual entrepreneur, employees of the legal entity

- 1.1. The organization should have on the staff an employee in executive position on the primary work location (Director of an organization, individual entrepreneur, Deputy Director of an organization, chief engineer, chief builder), who holds responsibility for performance of activities aimed to the organization of building process at all the general contractor's objects.
- 1.2. Such Director should have higher education of construction profile (according to Tables 1 of Appendix №4) and no less than 5 (five) years' work experience in the construction profession.
- 1.3. The organization should have on the staff a subdivision (subdivisions), which holds responsibility for exercise of functions related to assurance of the construction process organization to execute the contract agreement (PTO).
- 1.4. Such subdivision should have the specialists in the primary work location with higher or secondary vocational education of the relevant profile.
- 1.5. The specialists, mentioned in the i.1.4, should have the work experience in profession no less than 3 (three) years (for those with higher education) or no less than 5 (five) years (for those with secondary education).
- 1.6. Moreover, the organization should have no less than 1 (one) specialist on the primary work location with higher or secondary vocational education in construction profile, who holds responsibility for building process organization directly at the object (area superintendent, general foreman, site manager, project manager). The specialist having the higher education should have the work experience in construction sphere for no less than 5 (five) years and having secondary vocational education – no less than 7 (seven) years.
- 1.7. Minimum required number and possible allowable variants of employees combinations, set forth in i. 1.3, 1.6, are given in the Table №1.

Table 1 Variants of the minimum quantity of employees, depending on the education level.

Variant №	Minimum quantity of PTO specialists with higher education	Minimum quantity of PTO specialists with secondary vocational education	Minimum quantity of works organizers at the object with higher education (separately)
1.	3	0	1
2.	0	5	1
3.	1	4	1
4.	2	3	1

- 1.8. No less than 1 (one) employee, specified in i.1.4, should have the education of construction profile (Table 1 of Appendix №4).
- 1.9. No less than 1 (one) employee, specified in i.1.4, should have the education of engineering and communication profile (Table 2 of Appendix №4).

- 1.10. No less than 1 (one) employee, specified in i.1.4, should have the education of electrotechnical profile or mechanization profile (Table 3-4 of Appendix №4).
- 1.11. In case the declared employee of the organization fails to meet the requirements as to the education of relevant profile (according to the tables of Appendix №4), the settlement of issue on conformity of one or another employee to the specified requirements, can be transferred to the Control Board, which makes the relevant decision based on the objective evidence (length of service, work experience, education, additional training) with regard to every such employee as well as organization's basic profile.
- 1.12. The director, indicated in i. 1.1. as well as employees, specified in i. 1.4, i. 1.6., i. 1.8. should undergo advanced training no less frequently than once every 5 (five) years in the construction operations organization sphere.

1.1.

2. Requirements to availability of property, required to perform the building process organization

- 2.1. With regard to the organization the following requirements are set regarding availability of property belonging on the basis of ownership right or other legal basis, required to perform the Type of works
- 2.1.1. availability of office building (premise),
- 2.1.2. availability of office equipment and computing machines, required to perform the Type of works;
- 2.1.3. availability of construction related information-legal reference systems;
- 2.1.4. availability of software, required to perform the Type of works (e.g. for execution of bill of quantities, work schedules, materials delivery schedules and others).

3. Requirements as to availability of the internal normative documents, related to building process organization

- 3.1. Organization shall:
- 3.1.1. Develop and introduce the system of normative and technical documents (orders, regulations, contracts, standards, guidelines, agreements or other documents), required to perform the Type of works as well as to ensure the electrical safety, occupational safety, environment protection, fire safety during the performance of the Type of works;
- 3.1.2. Have available the persons in charge of electrical safety, fire safety, environment protection, lifting equipment operation appointed from among the technical and engineering employees having the relevant certificates (permits, diplomas);
- 3.2. In addition to the specified package of documents, required to enter the Partnership, the organization shall provide the copies of the effective documents, set forth in i. 3.1 and 3.2, which determine the powers, rights and responsibility of the specialists with regard to organization of the building operations. Including the documents for:
- 3.2.1. Interaction with subcontractors (subcontractors' work coordination):

<i>NP «Sakhalinstroy»</i>	
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- For preparation of documents to conclude the contracts for performance of individual work items by subcontractors;
- For provision the subcontractors with the design documentation;
- For hand over the equipment, materials and items to the subcontractor the delivery of which is performed by the general contractor (customer);
- Inspection of compliance of the works, performed by the general contractor, with the design documentation and normative documents requirements;
- For acceptance of the works, performed by the subcontractor;
- For assurance the construction readiness of the object, structures and individual work items for the subcontractors to perform further works;
- For assurance the building control exercise by subcontractors.

3.2.2. Interaction with the Customer, including the documents for:

- Acceptance of the design documentation and survey materials, permits for construction, items and materials supplied by Customer;
- Actions in case of deviation of the capital construction object parameters from design documentation, the necessity of which is found in the process of construction, reconstruction, capital repairs of such object;
- Integration of the as-built and acceptance documents;
- Organization of activities for putting the object into operation.

3.2.3. For the construction site organization:

- For acceptance of the land plot, prepared for construction, from the customer, including the reference geodetic points and location axes;
- For the jobsite preparation for construction. Provision the jobsite with power-, water supply and water discharge systems and other required resources as well as environment protection requirements fulfillment;
- For development and approval of PPR (work production plan) in accordance with the POS (construction organization plan) as a part of the design documentation;
- For organization of the building control over the works, performed with the use of own resources;
- For fulfillment of the operational safety, occupational safety, fire safety and environment protection requirements at the object during the construction.

3.2.4. For interaction with the supervisory bodies in the construction sphere.