



APPROVED by
Decision of General meeting of
Noncommercial partnership
“Sakhalin regional association of constructors”
Protocol No. 9 of 28 May 2009

SELF-REGULATION RULES

Requirements to issue of competency certificate of

**NONCOMMERCIAL PARTNERSHIP
“SAKHALIN REGIONAL ASSOCIATION OF CONSTRUCTORS”**

ПР-05-09.0

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1. PURPOSE AND AREA OF APPLICATION OF THE DOCUMENT

1.1. These Rules establish requirements to Partnership members and determine conditions of Partnership issue of competency certificates for types of works list of which is approved by Order of the Ministry of regional development No. 274 of 09.12.2008 and is referred to the sphere of operation of Partnership by decision of General meeting of Partnership members.

1.2. Requirements of these rules are effective for activities of:

1.2.1. legal entities and individual entrepreneurs – Partnership members, during submission of application for membership and obtaining (making changes) of competency certificate for works that have an influence on safety of objects of capital construction. Competency certificate for the specified types of works is issued if individual entrepreneur or legal entity complies with requirements specified in this Document;

1.2.2. all bodies of Partnership, applying provisions of this Document during taking decisions on issue, refuse to issue, termination of competency certificates, and during execution control of fulfillment of requirements specified in this Rules.

2. TERMS, DEFINITIONS AND ABBREVIATIONS

In this document the following terms, their abbreviations, and definitions are used:

Administration – administrative and managerial apparatus of Partnership, consisting of structural subdivisions (departments, services), forming and leading by General Director

General Director – sole executive authority of Partnership

General meeting – general meeting of Partnership members, superior authority of Partnership

Partnership – noncommercial partnership "Sakhalin regional association of constructors" (NP "Sakhalinstroy")

PCO – project of construction organization

WPP – work production plan

Governing board – permanently acting collegial authority of Partnership

Competency certificate – competency certificate for the specified type or types of work that have an influence on safety of objects of capital construction

Control means – measuring equipment, equipment, devices, arrangements for execution of works, required for control of scope and quality of executed works

Construction – execution of construction, reconstruction, capital repair of objects of capital construction

3. NORMATIVE DOCUMENTS

These Rules are developed in compliance with requirements of the following legal and inner normative documents of Partnership:

- Town-planning Code of the Russian Federation No.190-Ф3 of 29.12.2004
- Federal Law "On noncommercial organization" No. 7-Ф3 of 12.01.1996
- Federal Law "On self-regulating organizations" No. 315-Ф3 of 01.12.2007
- Federal Law "On introduction of changes in town-planning code of the Russian Federation and other individual legal acts of the Russian Federation" No. 148-Ф3 of 22.07.08

- Federal Law "On industrial safety of hazard manufacturing entities" of 21 July 1997 No. 116-ФЗ.
- Order of the Ministry of regional development No. 274 of 09.12.08
- Skilled manual for posts of managers, specialists, and other employees (approved by Directive of the Ministry of Labour of the Russian Federation of 21 August 1998 No. 37)
- Unified skilled manual for posts of managers, specialists, and other employees (approved by Directive of the Ministry of Labour of the Russian Federation of 23 April 2008 No. 188), section "Qualification characteristics of posts of managers and specialists in architecture and town-planning activity"
- Unified tariff and skilled manual for works and workers professions. Edition 3. section "Construction, mounting, repair and building works" (approved by order of the Ministry of Public Health and Social Development of the Russian Federation of 6 April 2007 No. 243)
- Directive of Government of the Russian Federation "On approval of typical Regulation on educational institution for refresher training of specialists" of 26 June 1995 No. 610 (edition of 31.03.2003).
- Charter of NP "Sakhalinstroy"
- "Regulation on membership procedure and issue of competency certificate" (П-01)
- "Self-regulation rules. General provisions" (ПП-06)
- "Self-regulation rules. Provision of property accountability" (ПП-02)
- "Self-regulation rules. General requirements to organization and execution of construction" (ПП-07)
- "Self-regulation rules. General requirements to organization and execution of construction control" (ПП-08)

4. GENERAL PROVISIONS

4.1. On the basis of List of work types that have an influence on safety of objects of capital construction established by Order of the Ministry of regional development of the Russian Federation No. 274 of 09.12.2008, and decision of General meeting of Partnership members of 24.04.2009 (Protocol No. 7) types of works specified in Appendix 1 to these Rules are referred to the sphere of Partnership activities.

4.2. To obtain competency certificate for works that have an influence on safety of objects of capital construction a candidate to members (a members) of Partnership should comply with general requirements to Partnership members specified in "Regulation on membership procedure and issue of competency certificate", other standards and rules of Partnership. To confirm the specified compliance a candidate should submit, and a member of Partnership should have documents required for membership and established by "Regulation on membership procedure and issue of competency certificate".

4.3. Besides the specified requirements (item 4.2), all candidates to members (all members) of Partnership applying for competency certificate or already having such Certificate should comply with requirements established by these Rules for each types of work specified by the member (candidate to member) of Partnership, including:

- 4.3.1. Qualification requirements, requirements to the number of managers and specialists, and their standing;
- 4.3.2. Requirements to raising of qualification, professional retraining;
- 4.3.3. Requirements to presence of property required for execution of works.

4.4. Competency certificate issued by Partnership is a document confirming right of Partnership member to execute each of work types that have an influence on safety of objects of capital construction and are specified for him in Register of Partnership members.

4.5. Partnership member is not entitled to execute the specified type of work if he does not observe at least one condition for this type of work specified by these Rules. If Partnership member that already has obtained a competency certificate for any types of works that have an influence on safety of objects of capital construction for any reason does not comply with requirements to issue of such certificate any more, he has to notify Partnership about this fact within three days. At the same time such Partnership member have to terminate execution of the specified type of works until settlement of questioning compliance with procedure approved by inner documents of Partnership.

4.6. Requirement to each type of works are specified in Appendix 2 to these Rules.

5. GENERAL REQUIREMENTS TO QUALIFICATION AND NUMBER OF EMPLOYEES

5.1. A candidate to members (a member) of Partnership should observe qualification requirements in respect of his managers and specialists for execution of the specified types of works.

5.2. To managers and specialists of a candidate to members (a member) of Partnership to which requirement of this section are applied the following persons are referred: employees responsible for technical, production, organizational and legal activities of construction works that have an influence on safety of objects of capital construction, in particular:

- Manager of organization (Director);
- Chief engineer (Engineering manager);
- Deputy Director and deputy chief engineer on capital construction and other technical activities;
- Chief specialists (constructor, technologist, energetic, mechanic, etc.);
- Heads of departments (services) of technical and production control, quality service, service of labour protection, service of environmental protection and analogous subdivisions of Partnership member;
- Heads of sections and analogous production subdivisions;
- Foremen, masters, chief masters;
- Engineers of all categories.

5.3. Control committee of Partnership checks correctness of designation of the specified specialists to executive positions (education, work experience), at the same time it is necessary to check compliance of a post actually occupied by the specialist with requirements of normative documents.

5.4. List of posts in item 5.2. is specified in compliance with Skilled manual for posts of managers, specialists, and other employees (approved by Directive of the Ministry of Labour of the Russian Federation of 21 August 1998 No. 37) and section "Qualification characteristics of posts of managers and specialists in architecture and town-planning activity" of Unified skilled manual for posts of managers, specialists, and other employees (approved by Directive of the Ministry of Labour of the Russian Federation of 23 April 2008 No. 188).

5.5 Partnership member (a candidate to members) is entitled to keep on the staff, to sent for retraining, raise of qualification and post attestation managers and specialists of any

analogous posts. In this case question about identity of required and actually existing managers and specialists of Partnership member is settled by Control committee of Partnership on the basis of qualification characteristics (according to the specified manuals) and job descriptions (labour contracts) of the specified managers and specialists.

5.6. Partnership makes the following demands to managers and specialists of Partnership member (candidate to members):

5.6.1. no less than 3 (three) employees (managers and specialists) of Partnership member (candidate to members) must have higher professional education of respective profile for execution of the specified works, or no less than 5 (five) employees must have secondary professional education.

5.6.2. If a member (a candidate to members) has employees with higher and secondary professional education than minimal number of such employees specified for each type of works may be:

- 2 (two) employees with higher professional education and 2 (two) employees with secondary professional education;
- 1 (one) employee with higher professional education and 3 (three) employees with secondary professional education.

5.6.3. Standing on specialities specified in items 5.6.1 and 5.6.2 should be:

- No less than 3 (three) years – for employees with higher professional education,
- No less than 5 (five) years – for employees with secondary professional education.

5.7. If Partnership member (candidate to member) is an individual entrepreneur which executes the specified works independently, he has to have higher or secondary professional education of respective profile for execution of the specified types of works that may be executed by individual entrepreneur independently, and period of service in a speciality no less than 5 (five) years.

5.8. During obtaining of competency certificate for several types of works requirements to specialists and other requirements specified in item 4.3 are made for each of the specified types of works. At the same time each specialist may apply to the types of works which qualification and other requirements he complies with.

5.9. Employees applied for obtaining competency certificates for works that have influence on safety of objects of capital construction within the whole term of execution of such works should be permanently present at working place in organization (by entrepreneur) – Partnership member that should be reflected in respective documents.

5.10. Persons working on the basis of civil contracts which applied for obtaining competency certificates for works that have influence on safety of objects of capital construction of the specified member of Partnership should conclude with this member of Partnership respective contract about liability taken by such persons in this organization in compliance with their professional (job) responsibilities.

5.11. Partnership members should notify Partnership in advance about periods of temporary (vacations, etc.) or permanent (retirement, termination of contract) absence on working place of the specified employees during the period of works execution. In case of absence of such employees because of unforeseen consequences (deceases, etc.) notification should be made without delay. Absence of employees should be reflected in time sheet or other documents for

registration of execution of employees' functions during work execution, besides that Partnership members should report about measures taken for execution of requirements to admission in relation to required number of employees specified in item 5.6.

5.12. Type or types of works specified by a member of Partnership (a candidate to members) that have influence on safety of objects of capital construction, should be performed by qualified workers which timely passed respective briefings, trainings, and refresher trainings (that must be confirmed by respective documents).

5.13. Requirements to qualification characteristics of employees are established by Unified tariff and skilled manual for works and workers professions. Edition 3. section "Construction, mounting, repair and building works" (approved by order of the Ministry of Public Health and Social Development of the Russian Federation of 6 April 2007 No. 243).

5.14. Number and qualification content of employees required for execution of work types specified by Partnership member (a candidate to members) are established by design documentation, PCO, WPP, Cards of technological processes of construction, approved procedures of works execution and procedures of constructional control.

5.15. Partnership member (a candidate to members) should have qualified employees of the main constructional specialities on the main staff in amount no less than 25 % of recommended amount of personnel in compliance with Cards of technological processes for the specified types of works.

5.16. Permitted deviations from established normative requirements may be deviations known to Partnership member (a candidate to members) concerning names of working professions, occupation of several working professions by one person, and other insignificant deviations. In such cases a question on Partnership member (a candidate to members)'s actual compliance with requirements to the content of personnel is decided by authorized body of Partnership on the basis of qualification characteristics (according to the manual specified in item 5.13), job descriptions, information about education and work experience of individual workers.

5.17. If during obtaining of Competency certificate for several types of works the requirements to working personnel coincide in part or in whole, than the same employee may be registered as Partnership member (a candidate to members) within several operating links. *(Note: for example, if for obtaining of competency certificate for two types of works it is necessary to have two operating links with one fitter in each link, than it is enough to have one fitter for the both types of works).*

5.18. Partnership member (a candidate to members) should have persons responsible for electrical safety, labour protection, environmental protection, fire and industrial safety appointed from engineering manpower with respective qualification confirmed by certificates of established form and content.

5.19. Specialists of organizations of Partnership members carrying out constructional control should have higher or secondary professional education of respective speciality.

5.20. Specialists carrying out constructional control in organization – member of Partnership are obliged to raise their qualification at least once per 3 (three) years.

5.21. If specialists of organizations – members of Partnership have to obtain additional knowledge, skills, and experiences within the educational programs providing study of

individual disciplines, subdiscipline, technic and technology required for performance of new types of professional activity, they pass retraining.

5.22. Raise of qualification and retraining of specialists of Partnership members are organized by Partnership in educational institutions with respective accreditation of federal authority executing fulfillment of unified state policy I the sphere of additional professional education together with others federal authorities within their competency according to educational programs agrred with federal authority authorized for execution of state control (supervision) over activities of self-regulating organizations.

5.23. Partnership member (a candidate to members), acting as an employer, should comply in regard with relationships with employees the norms of labour legislation, should fulfil social and labour obligations, including presence of local normative documents regulating social and labour relations (orders, regulations, contracts, standards, instructions, agreements, and other forms of documents) concerning provision of norms of labour legislation.

6. GENERAL REQUIREMENTS TO PRESENCE OF PROPERTY REQUIRED FOR WORKS PERFORMANCE

6.1. For Partnership member (a candidate to members) it is recommended to have industrial premices and buildings (real estate units) on the basis of any right of ownership (proprietary interest, lease, etc.). If norms of applicable legislation on labour protections provide for individual types of works a presence of aid post, shower and sanitary premises, doghouses, warehouses, and other obligatory premises for organization of work on building site, than a candidate to members (a member) of Partnership should have such premises and should submit information about such premises by request of Partnership.

6.2. Partnership member (a candidate to members) should have:

- A library of normative and technical documents required for performance of the specified works, provisions of labour protection, provision of electrical safety, environmental protection, provision of fire and industrial safety;
- Documents on organization of quality control of executed works.

6.3. Partnership member (a candidate to members) should provide mechanization of construction and erection works, i.e. perform the specified types of works by sets of construction machines, equipment, small tools and equipment, required assembly tooling, inventory, and devices.

6.4. Mechanical aids should be arranged into standard sets – complex of equipment for working places of a brogade (operating link) during performance of work according to approved technology by the specified number and qualification of executors.

6.5. To observe these requirements Partnership member (a candidate to members) should have all necessary according to the cards of technological processes of construction machines, equipment, inventory, instruments for the specified types of works, other required devices, and control and metering means that passed attestation and inspection.

6.6. Machines, equipment, inventory, instruments, rigging owned by Partnership member (a candidate to members) should be in operable state.

6.7. Hoisting mechanisms, machines, and other equipment (guns, gunite plants, etc.) subject to registration in bodies of Russian Technical Supervisory Authority, should be registered and

their load-carrying capacity and other characteristics should comply with the specified types of works.

6.8. If during obtaining of Competency certificate for several types of works the requirements to mechanization coincide in part or in whole, than the same inventory (machine, equipment, rigging, and so on) may be registered by Partnership member (a candidate to members) for several types of works.

7. CONFIRMATION OF COMPLIANCE WITH REQUIREMENTS AND LIABILITY OF PARTNERSHIP MEMBERS

7.1. To confirm compliance with requirements of these Rules Partnership member (a candidate to members) should submit information about qualification of managers and specialists according to form Ф-№4 (specified in Appendix 2 to "Regulation on membership and issue of competency certificate") to which the copies of confirming documents 9documents about education, raise of qualification, etc.) are attached.

7.2. In case of changes in information about number of employees, specified in the application for obtaining competency certificate for works that have influence on safety of objects of capital construction and if such employees are minimally required for obtaining of the certificate (because of absence or retirement of the specified employees) than Partnership member should submit information about other workers which comply with requirements of competency certificate for the specified types of works within 3 (three) days after the date of the specified changes.

7.3. If Partnership member (a candidate to members) does not submit required documents specified in these Rules or submits documents which content does not confirm Partnership member (a candidate to members)'s observation of requirements of these Rules, this will be a reason not to issue a competency certificate or to terminate validity (temporary or permanent) of such Certificate.

8. DOCUMENT MANAGEMENT

8.1. These Rules and decisions about making changes and amendments in the Rules are accepted (approved) by General meeting of Partnership members by qualified majority of votes of total number of Partnership members.

8.2. These Rules are effective after 10 (ten) days since the moment of their acceptance (approval) by General meeting.

8.3. Maintenance of control copy of the Rules is carried out by Administration.

8.4. After acceptance (approval) of the Rules and made amendments the document may be published on site of Partnership within 3 days after its acceptance.

9. LIST FOR REGISTRATION OF CHANGES

Edition No.	Date of edition approval	Changes
0	28.05.2009	Initial edition

Chairman of Governing Board of NP "Sakhalinstroy" _____ Zalpin A.P.

L.S.

Appendix 1**List of work types that have influence on safety of objects of capital construction and are referred to the sphere of activity of noncommercial partnership "Sakhalin regional association of constructors"**

(approved by decision of General meeting of Partnership members 24.04.2009 Protocol No. 8)

1. Preparatory works on building site (4510214, 4510215, 4510223, 4510224)
2. Works on demolition of buildings and disassembly of constructions (4510301 - 4510307, 4510316, 4510317)
3. Works on unwatering, organization of surface flow and drainage system (4510205 - 4510209, 4510461 - 4510467)
4. Works on excavating, oversite excavation (4510411 - 4510414, 4510417, 4510419, 4510433, 4510434)
5. Works on fill construction and backfilling (4510427)
6. Hydromechanized and dredging operations (4510415, 4510423 - 4510426)
7. Explosive works (4510441 - 4510445)
8. Works on arrangement of piling foundations, pile sheetings, anchors (4510507, 4520161 - 4520167)
9. Works on compaction of soils of natural occurrence and arrangement of ground beddings (4510404, 4510431, 4510432)
10. Works on construction of sunk shafts and caissons (4510421, 4510422)
11. Works on erection of buildings by "slurry wall" method
12. Works on soil solidification (4510437 - 4510439)
13. Works on artificial freezing of soils
14. Concrete works (4510501 - 4510503, 4510506, 4520115, 4520117, 4520118, 4520131 - 4520139, 4520141 - 4520153)
15. Works on mounting of prefabricated reinforced concrete and concrete structures (4520202 - 4520207, 4520211 - 4520246, 4520402)
16. Works on mounting of metal structures (4520101 - 4520114, 4520116, 4520119 - 4520129)
17. Works on mounting of wooden structures (4540201, 4540202, 4540204 - 4540211, 4540216)
18. Works on mounting of light filler structures (4520401, 4520405, 4520407)
19. Works on mounting of walls made of panels of "SANDWICH" type and sheet-by-sheet assembly
20. Works on arrangement of stone structures (4510502, 4510505, 4520213, 4520301, 4520302, 4520304 - 4520309, 4520312, 4520406)
21. Works on screening of rooms and arrangement of isolation joints (4540171 - 4540177)
22. Works on arrangement and lining of industrial furnaces and chimneys (4510502, 4520303, 4520411 - 4520414)
23. Works on arrangement of roofs (4540121 - 4540127)
24. Works on hydroinsulation of buildings structures (4540101 - 4540113)
25. Works on anticorrosion protection of building structures and equipment (4540151 - 4540164)
26. Works on thermal insulation of building structures, pipelines, and equipment (4540133, 4540141 - 4540144, 4540146 - 4540148)

27. Works on arrangement of internal engineering systems and equipment (4530107, 4530109, 4530156, 4530186, 4530187, 4530195, 4530201, 4530202, 4530204, 4530221, 4530224 - 4530226, 4530228 - 4530235, 4530239, 4530241, 4530243 - 4530247, 4530271, 4530272, 4530274 - 4530279, 4530291, 4530295, 4530451, 4530452, 4530455 - 4530461, 4530463 - 4530469, 4530634, 4530637 - 4530639, 4530641 - 4530646, 4530651, 4530658)
28. Works on mounting of external engineering networks and communications (4530111 - 4530142, 4530151 - 4530156, 4530158, 4530159, 4530173, 4530175 - 4530177, 4530179, 4530181, 4530186 - 4530195, 4530202 - 4530204, 4530221 - 4530223, 4530225 - 4530232, 4530234 - 4530239, 4530247, 4530248, 4530274 - 4530276, 4530283, 4530291, 4530292, 4530451 - 4530469)
29. Works on mounting of technological equipment (4530300 - 4530830)
30. Commissioning (4530850 - 4530930)
31. Works on construction of motor roads (4510221, 4540243 - 4540246, 4540382 - 4540385)
32. Works on construction of railways (4540391 - 4540415)
33. Underwater (diving) works (4510521 - 4510525)
34. Mine footage (4510531 - 4510543)
35. Works on arrangement of wells structures (4510551 - 4510562)

Appendix 2

Qualification requirements for each type of works that have influence on safety of objects of capital construction