

Ordinance No. 3 of 31.07.2003 on Producing Acts and Protocols in the Construction Process

Issued by the Minister of Regional Development and Public Works, promulgated, State Gazette No. 72/15.08.2003, amended, SG No. 37/4.05.2004, effective 5.11.2004, amended and supplemented, SG No. 29/7.04.2006, effective 7.04.2006, SG No. 98/11.12.2012, effective 11.12.2012, SG No. 65/19.08.2016, effective 19.08.2016, SG No. 56/11.07.2017, effective 11.07.2017

Text in Bulgarian: Наредба № 3 от 31.07.2003 г. за съставяне на актове и протоколи по време на строителството

Chapter One

GENERAL PROVISIONS

Article 1. (1) This Ordinance regulates the conditions and the order to produce acts and protocols on preparation and launch of a construction site and definition of a building line and elevation, as well as on acceptance of the completed construction and assembly works in the course of construction project development, of the separate stages or parts of the works.

(2) (Amended, SG No. 98/2012, effective 11.12.2012, SG No. 65/2016, effective 19.08.2016) Via the acts and protocols under paragraph 1, the participants in construction projects (according to Part 3, Chapter 9, Section II of the Spatial Development Act (SDA)) shall certify the observance of the safety requirements stipulated under Article 169, paragraphs 1 and 3 of SDA.

(3) The acts and protocols shall be drawn up on the basis of information from the construction documentation and other documents required by the respective normative act, on the basis of the contracts concerning the design and the development of a construction project, as well as the established facts during mandatory checks, inspections and measurements on site.

(4) The acts and protocols, produced in compliance with the requirements of this Ordinance, shall serve as evidence in specifying the circumstances related to the commencement, execution and launch into exploitation (acceptance) of construction projects

Article 2. (1) Subject of the Ordinance shall be the standard forms for production of acts and protocols under Article 1, paragraph 1 and in compliance with SDA.

(2) Mandatory shall be the standard forms for production of acts and protocols according to the category of a construction project under Article 137, paragraph 1 of SDA as follows:

1. (amended and supplemented, SG No. 29/2006, supplemented, SG No. 65/2016, effective 19.08.2016) for construction projects of Categories 1, 2 and 3 – Standard Forms No. 2 (2a), 3, 4, 5, 6, 7, 10, 11, 12, 14, 15, 16 and 17;

2. (amended and supplemented, SG No. 29/2006) for construction projects of Categories 4 and 5 - Standard Forms No. 2 (2a), 3, 4, 7, 12, 14, and 15;

3. (amended and supplemented, SG No. 29/2006, amended, SG No. 65/2016, effective 19.09.2016) for construction projects of Category 6 under Article 147, paragraph 1, items 1, 4, 5 and, 7 of SDA, when they are located along the regulation lines (the boundaries of land properties) – Section II "Definition of the building line and elevation of the construction project" of Standard Form No. 2.

(3) The standard forms, not specified in paragraph 2, shall be used to produce acts and protocols, if need be, on the request of one of the participants in the construction process.

(4) (Amended and supplemented, SG No. 29/2006) Acts and protocols shall not be produced concerning the projects of Category 6 except for the cases under Article 2, paragraph 2, item 3.

(5) Subject to the Ordinance shall not be the technical specifications and solutions (technologies) for performance of construction and assembly works.

Article 3. (1) (Previous text of Article 3, amended and supplemented, SG No. 29/2006) The acts and protocols under Article

1, paragraph 1 shall be produced in the event of an effective construction permit, certified by the issuing authority, by the persons specified in the contracts on design and implementation of the construction works and on exercising of construction supervision, as well as in this Ordinance.

(2) (New, SG No. 29/2006) The certification under paragraph 1 shall be performed prior to handing over of the construction permit to the Client. The construction permit shall enter into force:

1. After expiry of the term under Article 149, paragraph 3 of SDA allocated for claims by interested parties, in case claims have not been placed;

2. After expiry of the term under Article 156, paragraph 1 in connection with Article 149, paragraph 5 of SDA allocated for checks by National Construction Supervision Directorate (NCSD) unless an order on its repeal has been issued;

3. (Amended, SG No. 65/2016, effective 19.08.2016) As of the date of its approval by the authority under Article 216, paragraph 6 of SDA in the event of no subsequent appeal proceedings and, in the event of appeal proceedings – as of the date of entering into force of the court ruling on its confirmation.

Article 4. (1) (Amended, SG No. 98/2012, effective 11.12.2012, SG No. 65/2016, effective 19.08.2016) The persons acting as parties in the construction project - Clients, Contractors, Designers, Consultants, physical persons exercising construction supervision of Project Part "Structural Design", Site Managers, Suppliers, as well as the persons specified under this Ordinance shall produce the acts and protocols immediately after carrying out the checks, site inspections and measurements in situ only on condition that the requirements under Article 169, paragraphs 1 and 3 of SDA to construction project for the respective construction and assembly works (CAW) have been met.

(2) (Amended, SG No. 56/2017, effective 11.07.2017) Persons exercising construction supervision of the site, or Site Managers of the construction projects of Category 5 shall produce the protocol under Article 157, paragraph 4 of SDA in the presence of the persons specified in this Ordinance and shall carry out the necessary construction site inspections on completion of the control levels: excavation, plinth, cornice (eave) and ridge course elevations.

(3) With regards to construction projects of Categories 1 - 4 including acts and protocols shall be undersigned by the physical persons of technical capacity appointed to supervise the construction projects according to the respective design parts. All acts and protocols shall also be undersigned and stamped by the manager of the person exercising construction supervision.

(4) (Supplemented, SG No. 29/2006) Acts and protocols shall be signed by the persons, who have drawn them up and those present in compliance with the Annexes to this Ordinance who shall bear joint responsibility for the authenticity of the data contained.

(5) (New, SG No. 29/2006) With regards to construction projects of Category 6 under Article 2, paragraph 2, item 3, Section II of Standard Form No. 2 shall be produced by a person of technical capacity who is selected under a contract by the Client, i.e. Consultant, Site Manager or a person of capacity under the Cadastre and Property Register Act. The production of the protocol shall be witnessed by the Client and an official under Article 223, paragraph 2 of SDA.

Article 5. (1) All circumstances related to the construction site such as handover and takeover of the construction site, acceptance of construction and assembly works, subject to closure, interim and final acts on takeover and handover of CAW, etc. shall be documented by the representatives of the parties under the concluded contracts pursuant to this Ordinance.

(2) To produce the respective acts and protocols the Contractor or the other interested party (participant in the construction project) shall extend a written invitation to the other parties. The person exercising construction supervision shall be obliged to request the production of the act or protocol irrespective of the interested parties.

(3) If a representative of the invited party does not appear in the course of 24 hours after the time fixed in the invitation, the act and/or protocol shall be undersigned by the parties present, making an entry of the number and date of invitation. The absent party shall be substituted for by the authority that has issued the building permit or by an authorized official.

(4) (New, SG No. 56/2017, effective 11.07.2017) To produce the protocol under Article 157, paragraph 4 of SDA the person exercising construction supervision or the Site Manager (of the construction projects of Category 5) shall submit a request under Article 157, paragraph 5 of SDA to the municipal administration within 7 days before the date of its production. The officer under Article 223, paragraph 2 of SDA is required to appear on the date specified in the request, and their failure to appear does not prevent the production of a protocol for the opening of a construction site and the identification of a

construction line and level of construction.

(5) (Renumbered from Paragraph 4, SG No. 56/2017, effective 11.07.2017) The absence of signature of the invited but absent party shall be no reason to pronounce the act or the protocol null and void.

(6) (Renumbered from Paragraph 5, amended, SG No. 56/2017, effective 11.07.2017) The act or protocol shall be considered produced on the inspection date regardless of the circumstances under paragraphs 3, 4 and 5.

(7) (Renumbered from Paragraph 6, SG No. 56/2017, effective 11.07.2017) The instructions of the Designer, related to copyright issues, the strict observation of the investment design produced by him, shall be recorded in the Book of Orders and shall be mandatory for the other participants in the construction project.

(8) (Amended, SG No. 98/2012, effective 11.12.2012, SG No. 65/2016, effective 19.08.2016, renumbered from Paragraph 7, SG No. 56/2017, effective 11.07.2017) The disputes related to the production of the act or the protocol arising among the construction parties with regards to application of the acting normative base in the field of design and construction, as well as to observation of the provisions of Article 169, paragraphs 1 and 3 of SDA, shall be resolved by the person exercising construction supervision and by the physical person exercising technical supervision of Part "Structural". In case of disputes:

1. the resolution of the person exercising construction supervision shall be binding for the Contractor and the Site Manager;
2. (amended, SG No. 65/2016, effective 19.08.2016) an interested party may request to overrule the decision (order) of the person exercising construction supervision within 7 days of signing the memorandum of reservations submitted to the Regional Office of the National Construction Supervision Directorate (RO NCSD); the director of RO NCSD shall express an opinion on the matter within 7 days.
3. between participants in the development of construction projects of Category 5, which do not require construction supervision, the disputes shall be resolved by the Regional Office of the National Construction Supervision Directorate (RONCSD); the director of RONCSD shall express an opinion on the matter within 7 days.

Article 6. (1) For non-performance or poor quality performance of the obligations under this Ordinance the persons responsible shall bear administrative-penal, disciplinary and full pecuniary liability under SDA and the Administrative Violations and Sanctions Act (AVSA), unless they are subject to a heavier penalty on other legal grounds.

(2) (Amended, SG No. 65/2016, effective 19.08.2016) Violations of this Ordinance shall be established via acts pursuant to AVSA, produced by the bodies of NCSD authorities and/or by municipal administration officials. The penal decrees shall be issued in compliance with Article 239 of SDA and under AVSA.

Chapter Two

TYPES, ORDER, FORMAT OF PRODUCTION AND SAVE-KEEPING OF ACTS AND PROTOCOLS

Article 7. (1) (Amended, SG No. 29/2006) The terms and order of production of the required acts and protocols establishing the circumstances of the preparation, commencement and performance of the construction works shall be related to the technological order required for the development of every construction project.

(2) A construction site shall not be launched and a building line and elevation shall not be specified for projects of interior reconstruction. In these cases the date of certification of the construction site journal under Article 158, paragraph 2 in relation to Article 170, paragraph 3 of SDA shall be considered the commencement date of construction.

(3) The acts and protocols shall be drawn up by the participants in construction process as follows:

1. (supplemented, SG No. 29/2006) a protocol on handover and takeover of the approved design and the entered into force construction permit for development of the particular construction project (Annex No. 1) - to be produced by the Client, the Contractor and the Consultant (construction supervision), or by the Site Manager - with the Category 5 construction projects.

2. (amended, SG No. 37/2004, SG No. 29/2006) a protocol on launch of the construction site and specifying of the building line and elevation (Annexes No. 2 and No. 2a):

(a) (Amended, SG No. 56/2017, effective 11.07.2017) Section I "Construction Site Launch" shall be produced on the

grounds of entered into force construction permit (certified by the body of issuance) by the person exercising construction supervision or by the Site Manager - for Category 5 projects in the presence of the Client, the Contractor and an official under Article 223, paragraph 2 of SDA; following the production of this section the construction site can be cleared for the launch of construction works; the section shall contain description and data concerning the location of existing buildings, structures, facilities, underground and aboveground networks, foundations, etc. specified in the health and safety plan, which were on the site at the time of its compilation, as well as description of the state of the ambient space (the adjacent to the construction site public town planning funds - street roadways, pavements, green areas, as well as tall tree vegetation, which shall not be subject to removal, etc.) and of the measures to provide safe and healthy labor conditions; the Section shall also specify that occupation of sections of pavements, street roadways and free public areas provided there is a permit under Article 157, paragraph 7 of SDA;

(b) Section II "Definition of the building line and elevation of the construction project" shall be produced by the person exercising construction supervision, or by the Site Manager - for projects of Category 5 in the presence of the Client, the Contractor, the physical person of technical capacity under part "Surveying" employed by the person exercising construction supervision, and an official under Article 223, paragraph 2 of SDA; for projects of Category 6 under Article 2, paragraph 2, item 3 this Section shall be produced by a person of technical capacity employed by the Client under a contract - consultant, the Site Manager or a person of legal capacity under the Cadastre and Property Register Act in the presence of the Client and an official under Article 223, paragraph 2 of SDA; a detailed scheme (eye sketch) shall specify the regulation benchmarks and datum levels with the distances from the new construction site to the record lines (property lines), the distances to buildings and structures in the property and the adjacent property, at reduced distances, as well as the design dimensions of the built-up area, the absolute design elevations of control levels of excavations, base, cornices (eaves) and ridge course; in a term of three days following the production of this Section, the person under Article 158, paragraph 2 of SDA shall certify the Book of Orders (Site Journal) and the construction and assembly works can be commenced.

(c) (Supplemented, SG No. 98/2012, effective 11.12.2012) Section III "Findings of performed inspections at completion of the controlled design levels/stages" shall be produced at completion of the control design levels: excavations, base, cornices (eaves) and ridge course (respectively upon completion of the excavations level – prior to backfilling of newly built underground lines and services or restructured underground lines and services and for the purpose of specifying in the special maps and registers, and at completion of the design level of replaced or built pavement; the inspections of completed design levels shall be performed by the person exercising construction supervision or by the Site manager – for the construction projects of category 5 in the presence of the Contractor and the designers of the relevant parts; the inspection of the excavations level should be mandatory attended by the person in charge of the engineering geological surveying and the designer of Part "Structural Design"; certifications of the other controlled levels shall be performed in the presence of the designers of the Part "Structural Design" and the relevant design part in the case of a construction project constituting technical infrastructure; the person in charge of the inspection shall establish the conformity of the construction with the approved investment projects and the construction permit and the results shall be recorded according to elevations in absolute and the respective relative measures, dimensions and distances and shall give permission for the performance of the subsequent construction and assembly works;

3. (Amended, SG No. 29/2006) an Act of Findings establishing the fact of conformity of the construction project with the issued construction documentation and the fact that the detailed development plan (DDP) was applied with regards to the built area (Annex No. 3) - it shall be produced by an official of the municipal (regional) administration at the request of the person exercising construction supervision, or at the request of the Site Manager - for the construction projects of Category 5 after a check is performed in a term of three days following the completion of the construction and assembly works on the foundations of the project;

4. (Amended and supplemented, SG No. 29/2006, amended, SG No. 65/2016, effective 19.08.2016) Book of Orders/Site Journal (Annex No. 4) – it shall be produced, completed and the numbered pages strung through and the first and the last pages shall be certified by the person exercising construction supervision, or the Site Manager for the construction projects of Category 5 in a term of three days following the production of Section II of Protocol Standard Form No. 2 (2a), and, when it is not required - prior to commencement of the construction works upon entry into force of the construction permit (certified by the authority of issuance); in the cases where the construction permit is issued by the Regional Governor or by the Minister of Regional Development and Public Works, the Book of Orders shall be certified and registered by NCSD in a term of three days; the person exercising construction supervision, or the Site Manager for the construction projects of Category 5 shall notify in writing the municipality, the regional structures of NCSD and the specialized bodies of control about the Book of Orders within seven days as of the date of certification; the Book of Orders shall contain:

- (a) information concerning the location and the name of the construction project according to the issued construction permit;
- (b) information about the Client, the construction supervision, the Contractor, the Site Manager, the designers of all parts of the project and the physical person exercising technical control under part "Structural" with the three names, PIN, home and office addresses and phone numbers, diploma number (registration number), date of issue, educational establishment, specialty of the physical persons, information about the legal entities and the persons representing them with regards to the specific project, including court registration, tax number and BULSTAT.
- (c) all instructions and orders related to the development of the construction project issued by the persons of legal capacity to do so and the specialized control authorities, as well as the insignificant alterations of the approved designs prescribed by an order of the designer;
5. act on specification and coordination of the construction site with the approved investment design and provision of the permanent bench mark of the construction project (Annex No. 5) - it shall be produced by the Contractor, the physical person of technical capacity under part "Surveying" employed by the person exercising construction supervision and the Designer;
6. act on determination of the soil class and actual elevations of the excavation works performed (Annex No. 6) - it shall be produced by the Contractor, the physical persons of technical capacity under Parts "Structural Design" and "Engineering Geology and Hydrology" employed by the person exercising construction supervision and the designers (structural designer and engineer geologist/hydrologist); in case of differences established between the executive engineering-geological and hydro geological drawing of the uncovered ground bed and the engineering geological survey (report) attached to the design documentation, the compilers shall recommend the necessary measures and notify the Contractor; in case a new design solution is required, the construction process shall be suspended by making an entry in the Book of Orders on the part of the construction supervision with mandatory instructions to carry out measures preventing accidents, damages, etc.;
7. (supplemented, SG No. 29/2006) act on acceptance of the performed construction and assembly works according to levels and elements of the building structure (Annex No. 7) - it shall be produced by the Contractor under part "Structural Design" and the physical person of technical capacity under Part "Structural Design" employed by the person exercising construction supervision, or the Site Manager for the construction projects of category 5; the act is also produced to accept the types of CAW under Part "Structural Design" prescribed by the Designer in the Book of Orders; the act shall be produced upon completion of the design levels (floor, ceiling, etc. structures or first, second, etc. levels, including half-story levels), as well as vertical and other elements between two design levels of the construction project, a stage or a part of it; in case of concrete and reinforced concrete structures, the act shall be produced separately for the formwork, reinforcement, including the concretes parts, as well as for welding works.
8. act on takeover and handover of concrete, reinforced concrete or other bases for assembly of structures; machines and equipment (Annex No. 8) - it shall be produced by the Contractor, the subcontractor of the assembly works, the physical persons of technical capacity under Parts "Surveying" and "Structural Design" employed by the person exercising construction supervision and the Structural Designer; by production of this act, containing detailed descriptions of the construction and assembly works performed and the conformity (the deviations when they are within the admissible limits) with the design in compliance with the specifications (deviations are accepted when they are within the admissible norms), the completed foundations, etc. shall be handed over to the subcontractor of the assembly works to install the respective structures, machines and equipment;
9. act on takeover and handover of machines and equipment (Annex No. 9) - it shall be produced by the Client, the supplier of machines, the subcontractor of the assembly works, and the physical persons of technical capacity under Part "Technological Design", or the respective parts related to the equipment, employed by the person exercising construction supervision;
10. act on establishment of the state of the construction project in case of suspended works (Annex No. 10) - it shall be produced by the Client, the Contractor, the designers of the respective project parts of completed construction works, the physical persons of technical capacity under the respective parts of completed construction works employed by the person exercising construction supervision, the person exercising construction supervision and the person exercising technical control under Part "Structural Design" at the time of suspension of construction works due to: requests for changes in the designs; failure to fulfill obligations on the part of a contract party; delay in supply of machines and equipment; adverse geological conditions; substitution of some of the following participants in the construction project: Client, Contractor, the person exercising construction supervision; suspension of construction works under the procedure stipulated in SDA, or any other reason; the act shall contain correct data on the state of the construction project, on the completed types of construction and assembly works, on the materials supplied, stock, equipment, etc., on the completed works subject to removal, on the works

necessary to provide for the strength and the spatial stability upon conservation of the construction project, on the necessary supplementary designs, expert opinion, etc., and the deadlines for submission, on the necessary materials and equipment, on the necessary changes in the supplies of machines and equipment, as well as other requirements and measures to freezing of the construction works;

11. act establishing the state of the construction project and construction and assembly works in the event of resuming of the construction process for all construction projects suspended in accordance with the established order and other cases stipulated in item 10 (Annex No. 11) - it shall be produced by the Client, the Contractor, the Designers of the respective parts of completed construction works, the person exercising construction supervision, the physical persons of technical capacity under the respective parts of completed construction works employed by the person exercising construction supervision and the person exercising technical control under Part "Structural Design" after elimination of the reasons for suspension of construction works; upon production of this act CAW can be resumed;

12. (supplemented, SG No. 98/2012, effective 11.12.2012) act on establishing of all types of construction and assembly works subject to closure, certifying to the fact that the requirements of the project have been met (Annex No. 12) – it shall be produced by Contractor, the designers of the relevant parts and the physical persons of technical capacity under the respective parts of completed construction works employed by the person exercising construction supervision; the act shall contain data on all construction and assembly works (hidden works) subject to closure or the quantity and quality of which cannot be established later after their closure with subsequent technological operations, processes, works, etc.; it shall be produced for the types of hidden structures required for the correct assessment of the construction project, a stage or a part of it with respect to meeting the safety requirements and its operational serviceability in accordance with the acting norms and regulations; the act shall also serve to accept the types of CAW performed under the instructions of the Designed recorded in the Book of Orders;

13. act on establishment of damages due to force majeure events, etc. (Annex No. 13) - it shall be produced by the Contractor, the physical persons of technical capacity under the respective parts of completed construction works employed by the person exercising construction supervision, the Client; it shall contain a description of the damages sustained by the construction project and the site and instructions to perform the necessary construction and assembly works in order to remedy the damages;

14. (amended, SG No. 98/2012, effective 11.12.2012, SG No. 65/2016, effective 19.08.2016) act on acceptance of the building structure (Annex No. 14) – it shall be produced by the Structural Designer, the Contractor, the physical persons of technical capacity under part "Structural" employed by the person exercising construction supervision; it shall contain written statements establishing conformity of the construction project with the design on the grounds of data from preliminary project documentation (construction site journals of concreting, assembly, etc, works according to the specifications for execution of the respective type of construction and assembly works, the documents certifying to the conformity of the building products used with the requirements under Article 169a, paragraph 1 of SDA, etc., proving their suitability for use provided that the essential the requirements to the projects have been met) in accordance with the acting norms and regulations on acceptance, performance and supervision of the individual types of construction and assembly works, assessment of possible defects and their elimination, and statement to accept the building structure provided that the requirements under Article 169, paragraphs 1 and 3 of SDA;

15. act establishing the suitability to accept the construction project (a stage or a part of it) (Annex No. 15) - it shall be produced on the grounds of Article 176, paragraph 1 of SDA by the Client, the Designers of all project parts, the Contractor, the person exercising construction supervision, and by the physical persons of technical capacity employed by him who have exercised construction supervision on the respective parts, or by the Site Manager for the construction projects of category 5; this act shall serve as grounds to produce the final report by the person exercising construction supervision; this act shall finalize the handover of the project and the construction documentation by the Contractor to the Client; the act shall contain:

(a) (amended, SG No. 65/2016, effective 19.08.2016) a description of the contracts on implementation of the construction project, the construction project documentation, the executive documentation and the acts and protocols produced in the construction process (acts, protocols, journals, statements on the exploitation parameters/statements on the parameters of the construction product of the used building products, and other documents required by the respective normative act), as well as those for performed trials, tests, measurements, etc., establishing the fact of correct performance of construction works, etc.;

(b) the data from the on-site inspection and the inspection of the surrounding area (whether it has been restored to the state it was at the launch of the construction site), including a description of the building structure, non-performed or bad quality works which, by the placement of the request for an exploitation permit (certificate of launch into exploitation) should be remedies and

to this effect a protocol of established facts shall be produced, etc.;

(c) (amended, SG No. 98/2012, effective 11.12.2012, SG No. 65/2016, effective 19.08.2016) evidence that the construction project has been completed in compliance with the issued investment designs, the certified executive documentation, the requirements to construction projects under Article 169, paragraphs 1 and 3 of SDA, as well as the terms and conditions of the concluded contract, on the grounds of which the compilers shall establish the suitability to accept the construction project, a stage or a part of it;

16. protocol to establish the exploitation serviceability of the construction project (Annex No. 16) - it shall be produced by the persons appointed by the head of NCSD or a person authorized by him via an order of appointment of State Acceptance Commission in accordance with Ordinance No. 2/2003 on Permits for Exploitation of Construction Projects in the Republic of Bulgaria and Minimum Warranty Periods for performance of construction and assembly works, construction of facilities and buildings for projects requiring such a permit;

17. protocol on conducted 72-hour trials and tests under exploitation conditions (Annex No. 17) - it shall be produced by a commission appointed with order of the Client; the protocol shall be produced in the cases where it is required in accordance with the acting normative legislation and it shall contain:

(a) the results of the 72-hour tests under exploitation conditions of the installed machines, equipment, systems, installations, etc. to prove the technical parameters, design capacity, production quality, compliance with the hygiene requirements, labour safety requirements, environmental protection and fire protection requirements, etc.;

(b) information about the adopted schedule of working hours; the technological specifics of processes, machines, equipment, systems, installations, etc., in compliance with programs prepared to this effect and the signed contracts;

(c) evidence that the construction project has not manifested inadmissible deviations from the safety requirements and product standardization requirements.

Article 8. (1) In the event of insignificant departures from the approved design in the process of its implementation, the actually performed construction and assembly works shall be duly marked on a copy of the approved (coordinated) design. Following the factual completion of the construction project the executive documentation shall be prepared to specify the insignificant departures from the coordinated designs by the Contractor or a person appointed by the Client.

(2) (Supplemented, SG No. 65/2016, effective 19.08.2016, amended, SG No. 56/2017, effective 11.07.2017) The executive documentation shall contain a full set of drawings of the actually performed CAW. It shall be certified by the Client, the Contractor, the person exercising author supervision, the physical person of technical capacity under part "Structural Design" and by the person exercising construction supervision after it has been signed by the physical persons of technical capacity under the respective parts of completed construction works employed by the person exercising construction supervision.

(3) The executive documentation shall be submitted by the Client to the relevant administration of issuance of the construction project documentation which shall certify to the fact of submitting via a seal placed each and every graphic or text material.

(4) The executive documentation shall be an integral part of the issued construction project documentation.

Article 9. In the course of development of the construction project shall also be produced all required acts according to the requirements of the acting normative legislation on supervision and acceptance of construction and assembly works, which have not been specified under this Ordinance.

Article 10. (1) The acts and the protocols shall be produced in the number of copies according to the persons involved in their production. The Contractor, the person exercising construction supervision and the Client shall keep a copy each.

(2) (Amended, SG No. 65/2016, effective 19.08.2016) The original copy of the protocol on the launch of the construction site and definition of the building line and elevation shall be kept for an indefinite term by the administration having issued the construction permit and a copy of it shall be kept on the site for inspection purposes.

SUPPLEMENTARY PROVISIONS

- § 1. (1) In the context of this Ordinance:
- 1. "Hidden works" shall be all types of CAW to be covered in the course of performance of the technologically subsequent CAW and their quantities, quality and precision cannot be defined after they are covered.
 - 2. (Amended, SG No. 37/2004) "Temporary structures" shall be all buildings, facilities, installations and roads, specified in the health and safety plan which have been specifically build or adapted via reconstruction and repairs for the needs of the construction project during its development and which are demolishes prior to acceptance of the project.
 - 3. "(Sub)contractor of assembly works" shall be a legal entity or a physical person holding the respective license required by the acting normative legislation (where this is required) with whom the Client or the Contractor have signed a contract to perform assembly works. The legal entity or physical person can be represented by an authorized by him person and a representative of technical capacity.
 - 4. "Machine and equipment supplier" shall be every trader under the Commerce Act - a legal entity or a physical person under a contract with the Client to supply the machines and the equipment for the construction project. A person authorized by him and a representative of technical capacity can represent the legal entity or physical person.

FINAL PROVISIONS

- § 2. This Ordinance is issued in compliance with Article 169, paragraph 3 and § 18, paragraph 1 of SDA.
- § 3. (1) Instructions on the application of the Ordinance shall be given by the Minister of Regional Development and Public Works.
- (2) The National Construction Supervision Directorate authorities shall exercise control over action or inaction of the municipal officials, exercising construction supervision and the participants in construction process with regards to observance of the Ordinance.
- § 4. This Ordinance shall repeal Ordinance No. 7/2001 on production of acts and protocols (SG No. 55/2001).
- § 5. (Repealed, SG No. 65/2016, effective 19.08.2016).

ADDITIONAL PROVISION

to the Ordinance amending and supplementing Ordinance No. 3
of 2003 on Producing Acts and Protocols in the construction process
(SG No. 98/2012, effective 11.12.2012)

§ 5. Anywhere in the Ordinance the words "Article 169, paragraphs 1 and 2" shall be replaced by "Article 169, paragraphs 1 – 3".

ORDINANCE

on amendment and supplement of Ordinance No. 3 of 2003
on producing of acts and protocols in the construction process
(SG No. 65/2016, effective 19.08.2016)

§ 17. Anywhere in the Ordinance the words "Article 169, paragraphs 1 – 3" shall be replaced by "Article 169, paragraphs 1 and 3 of SDA".

Annex No. 1

to Article 7, paragraph 3, item 1

(Supplemented, SG No. 29/2006, effective 7.04.2006,

amended, SG No. 65/2016, effective 19.08.2016)

(Standard Form 1)

Construction Project:

Location:

Client:

Contractor:

Designer:

Consultant (Construction supervision):

PROTOCOL

On delivery and acceptance of the approved design and construction permit for the development of the specific project

Today, ..., the undersigned representatives of:

1. The Client,

(full name according to ID papers and position)

2. The Contractor,

(full name according to ID papers and position)

3. The Designer,

(full name according to ID papers and position)

4. The Consultant (Construction supervision),

(full name according to ID papers and position)

carried out delivery and acceptance of the approved construction project design, ...
including:

1. Part "Architectural Design" (number of sets)

2. Part "Structural Design" (number of sets)

3. Part of Installation Designs (number of sets)

4. (Amended, SG No. 65/2016, effective 19.08.2016) Part "EnergyEfficiency" (number of sets)

5. Other

(the other design parts and number of sets are listed)

and of Construction Permit No.

of (date, month, year) issued by

(Architect-in-Chief of municipality/region, MRDPW, Regional Governor)

Certified to have entered into force by the body of issuance.

Note:

Done by:

1.

()

2.

()

3.

()

4.

()

Annex No. 2

to Article 7, paragraph 3, item 2
(Amended, SG No. 37/2004, effective 5.11.2004,
SG No. 29/2006, effective 7.04.2006,
supplemented, SG No. 98/2012, effective 11.12.2012,
amended and supplemented, SG No. 65/2016, effective 19.08.2016)

(Standard Form 2)

Construction Project:

Location:

Client:

Consultant (Construction supervision):

Site Manager:

Contractor:

PROTOCOL

on construction site launch and definition of building line and elevation of the construction project

I. Construction site launch:

Today, ..., the undersigned:

A. Consultant (Construction supervision)..... ;

(full name according to ID papers and position)

Site Manager:..... ;

(full name according to ID papers and position)

In the presence of:

B. Client:..... ;

(full name according to ID papers and position)

C. Contractor:.....

(full name according to ID papers and position)

D. Official under Article 223, paragraph 2 of SDA..... ;

(full name according to ID papers and position)

Produced this protocol to ascertain:

1. The presence of the following permits and documents:

1.1 Construction permit No. of, issued by,

(Architect-in-Chief of municipality/region, MRDPW, Regional Governor)

Certified to have entered into force by the body of issuance.

1.2. Permit to occupy a pavement (a part of it and/or a part of the street roadway)

.....

(No, date, issued by)

1.3. Permit for transit of construction and transport machines and equipment via the central urban areas
and other areas of restricted regime of transit:.....

(No./date, issued by)

1.4. Permit for fencing the construction site with temporary boarding of height of m along the lateral
regulation lines (property boundaries) and in relation to the street regulation line according to layout No.

.....of issued by;

1.5. Permit for transportation of humus:

(No./date, issued by:)

1.6. Permit for transportation of earth material (spoil):

(No./date, issued by:)

1.7. Permit for transportation of construction debris:

(No./date, issued by:)

1.8. Permit for uprooting (cutting off) existing trees, etc.:

(No./date, issued by:)

2. The outlet points of the external connections with the existing utility infrastructure are:

2.1. For temporary water supply,according to

2.2. For temporary sewerage: ,according to

2.3. For temporary power supply:..... ,according to

2.4.

3. Description of the construction site:

(eye sketch of the site)

3.1.

(a detailed description of the state of the construction site is provided)

3.2.

(a description of available buildings, operating ground and underground public utility services and communications in the construction site area subject to removal)

3.3.

(A description of structures subject to demolition; installations and equipment subject to removal; tall vegetation subject to uprooting and cutting off)

3.4.....

(a description of the routes of access to the construction site)

3.5.

(other)

4. The state of the surroundings is:.....

.....

(a description of the state – land properties, terrains, green areas, pavements)

5. Measures in the health and safety plan providing safe and healthy conditions of labour:

.....

(the measures are described)

Notes to Section I:

Done by:

A.

()

In the presence of:

B. C. D.

()

()

()

II. Building line and elevation of the construction project:

Today, ..., the undersigned:

A. Consultant (Construction supervision) ;

(full name according to ID papers and position)

Site Manager..... ;

(full name according to ID papers and position)

in the presence of:

B. Client:..... ;

(full name according to ID papers and position)

C. Contractor: ;

(full name according to ID papers and position)

D. Physical person of technical capacity under Part “Surveying” employed by the person exercising construction supervision ;

(full name according to ID papers and position)

E. Official under Article 223, paragraph 2 of SDA ,

(full name according to ID papers and position),

produced this Protocol to ascertain to have defined the building line and elevation of construction project in land property (plot) No. In quadrant No. In compliance with detailed urban development plan of city/town/village municipality/region area approved by order No. date as follows:

1. Eye sketch:

An eye sketch with plotted distances from the new construction project to the record lines, designating the regulation benchmarks and datum levels, to buildings and structures in the lot and to those in the adjoining lots, respectively, at decreased distances, as well as the design size of the planned development (building lines).

2. Permanent marks:

2.1. regulation benchmark No. of coordinates , level m

2.2. Datum level level m

3. Construction project elevations according to the approved design:

3.1. Footing course elevation. m

3.2. Base course elevation. m

3.3. Coping (eaves) course elevation. m

3.4. Ridge course elevation. m

Notes to Section II:

Done by:

A.

()

In the presence of:

B. C. D. E.

()

()

()

()

III. Findings of checks performed upon completion of controlled design elevations

1. Results of the checks:

1.1. Check at footing course elevation, level mark(s) (. m)

Today, ..., the undersigned:

A. Consultant (Construction supervision);

(full name according to ID papers and position)

Site Manager;

(full name according to ID papers and position)

In the presence of:

B. Engineer-geologist;

(full name according to ID papers and position)

C. Designer of Part “Structural Design”.....;

(full name according to ID papers and position)

D. Contractor:

(full name according to ID papers and position)

E. Physical person of technical capacity under Part "Surveying" employed by the person exercising construction supervision

(full name according to ID papers and position)

having checked the completed footing course elevation at design level mark(s)

It was established that in the course of excavation works elevations have been reached as follows:..... ,

and that the uncovered ground bed corresponds (does not correspond) to the parameters envisaged under the design and meet the requirements of Article 169, paragraph 1, item 1 of SDA.

The measures envisaged in the safety and health plan to support the excavations and safeguard the construction site have been (have not been) executed along axes

Hence, the completed construction and assembly works:

(a) comply with the design CEW and other project documentation;

(b) donot comply with the design CEW and other project documentation, which constitutes a material (immaterial) departure

..... ,

(a description of the departures, including the departures of or non-performed supporting)

Hereby, the performance of the following construction and assembly works shall be (shall not be) allowed

.....

.....

(A list of CAW to be performed)

Check carried out by:

A.

()

In the presence of:

B. C. D. E.

() () () ()

1.2. Check at base course elevation, level mark(s) (.....m)

Today, the undersigned:

A. Consultant (Construction supervision) ;

(full name according to ID papers and position)

Site Manager.....

(full name according to ID papers and position)

In the presence of:

B. Contractor:.....

(full name according to ID papers and position)

C. Physical person of technical capacity under Part "Surveying" employed by the person exercising construction supervision

(full name according to ID papers and position)

D. (New, SG No. 98/2012, effective 11.12.2012) Designers of "Architecture" and "Structural Design" parts

Having checked the completed base course elevation at design level mark(s), it was established that in the course of CAW up to base course level the defined building lines and elevations:

(a) conformwith to the envisaged in the approved design and in the issued construction

documentation.....
.....;

(statements shall be produced concerning the conformity of the measured in situ levels and distances from the new construction project to the regulation lines, respectively to buildings and structures in the land property, as well as to buildings and structures in adjacent properties, at reduced distances, as well as of the dimensions in plan of the envisaged development with the dimensions at definition of the building line and elevations and the obtained during the check dimensions are presented in brackets under the dimensions defined and specified in the eye sketch)

(b) do not conform with the approved design and departure has been established at:

.....,
(description is provided of the departures of the measured in situ levels and distances from the new construction project to the regulation lines, respectively to buildings and structures in the land property, as well as to buildings and structures in adjacent properties, at reduced distances, as well as of the dimensions in plan of the envisaged development with the dimensions at definition of the building line and elevations and the obtained during the check dimensions are presented in brackets under the dimensions defined and specified in the eye sketch)

which is material (immaterial) departure from the design and the rest of the project documentation. The measures envisaged under the safety and health plan have been (have not been) implemented
.....

Hereby, the performance of the following construction and assembly works shall be (shall not be) allowed.....
.....

(description of CAW to be performed)

Check performed by:

A.
()

In the presence of:

B. C.
() ()

1.3. Check at coping (eaves) course elevation, level mark(s) (....m).....

Today, the undersigned:

A. Consultant (Construction supervision) ;
(full name according to ID papers and position)

Site Manager..... ;
(full name according to ID papers and position)

In the presence of:

B. Contractor: ;
(full name according to ID papers and position)

C. Physical person of technical capacity under Part “Surveying” employed by the person exercising construction supervision. ,
(full name according to ID papers and position)

Having performed a check at completed coping (eaves) course elevation of design levels (design elevation) it was established that in the course of CAW up to coping (eaves) course elevation, they:

(a) conform with the envisaged in the project design and other project documentation
.....

(statements shall be produced concerning the conformity of the measured in situ levels,

configuration and dimensions)
(b) donot conform to the envisaged in the project design and other project documentation and departures were established at levels: ,
(detailed description of the established departures)
which is material (immaterial departure from the project design and other project documentation. The measures specified in the safety and health plan have been (have not been) implemented

.....
Hereby, the performance of the following construction and assembly works shall be (shall not be) allowed.....

.....
(description of the CAW to be performed)

Check performed by:

A.
()

In the presence of:

B. C.
() ()

D. 1.
(.....)

2.
(.....)

1.4. Check of ridge course elevation (..... m)

Today, the undersigned:

A. Consultant (Construction supervision)..... ;
(full name according to ID papers and position)

Site Manager..... ;
(full name according to ID papers and position)

In the presence of:

B. Contractor: ;
(full name according to ID papers and position)

C. Physical person of technical capacity under Part “Surveying” employed by the person exercising construction supervision.....
(full name according to ID papers and position)

D. (New, SG No. 98/2012, effective 11.12.2012) Designers of”Architecture” part

Having checked the completed level of design elevation

.....
It was established that in the course of CAW up to ridge course elevation they:

(a) conformwith the envisaged in the project design and other project documentation
.....

.....
(statement is provided concerning the conformity of the measured in situ levels, configuration, slopes and dimension in plan according to project levels compared to the approved design)

(b) donot conform to the approved project design and other project documentation and departures has been established at levels: ,

(detailed description of the established departures)
which is material (immaterial) departure from the project design and other project documentation. The measures specified in the safety and health plan have been (have not been) implemented
.....

.....
Hereby, the performance of the following construction and assembly works shall be (shall not be) allowed.....
.....

(description of CAW to be performed)

Check performed by:

A.

()

In the presence of:

B. C.

() ()

D

1.

(.....)

2.

(.....)

Notes:

1. All specified above documents shall be an integral part of this protocol. Copies of the documents shall be attached to the protocol.

2. In a term of three days following the producing of Section II of this protocol the person in charge of construction supervision, or the Site Manager – for construction projects of Category 5, shall obligatorily certify the book of orders of the construction project and then the construction works shall be launched. In the cases when the construction permit is issued by the Regional Governor or the Minister of Regional Development and Public Works, in a term of three days following the producing of Section II of this protocol the person in charge of construction supervision shall be obliged to present the Book of Orders the construction project to be certified by NCSD.

3. (Amended and supplemented, SG No. 65/2016, effective 19.08.2016) Concerning construction projects of Category 6 under Article 147, paragraph 1, items 1, 4, 5 and 7 where they are situated along regulation lines and/or property boundaries, only Section II of this protocol shall be produced, where only the parameters required for the specific case shall be included in the standard form. The protocol shall be produced by a certified person of technical capacity who is commissioned under a contract by the Client at his/her discretion – a consultant, the site manager, or a certified person of legal capacity under the Cadastre Act and the property register in the presence of the Client and an official under Article 223, paragraph 2 of SDA and then the construction works shall be launched.

4. The person in charge of construction supervision or the Site Manager – for construction projects of Category 5 – shall specify in the protocol that the underground services and facilities have been signified in the specialized maps and registers prior to backfilling and that the project/design grade line has been restored or pavement is placed.

5. This protocol shall be produced in four identical copies – one per each of the following: the municipality (region), the Client, the Contractor, and the Construction Supervision and, accompanied by the attachments to it, it shall be kept by the persons specified above.

6. Only the required data related to the specifics of the construction project shall be filled in.

7. With projects developed at stages or with works on technological units this protocol shall be produced separately per each stage or each technological unit.

8. A copy of this protocol shall be kept obligatorily to be presented to the attention of control authorities for inspection purposes.

Annex No. 2a
to Article 7, paragraph 3, item 2
(New, SG No. 29/2006, effective 7.04.2006,
supplemented, SG No. 98/2012, effective 11.12.2012)

(Standard Form 2a)

Construction Project:.....

Location:

Client:

Consultant (Construction supervision):.....

Site Manager:.....

Contractor:

PROTOCOL

**on construction site launch and definition of building line
and elevation of construction of the technical infrastructure**

I. Construction site launch:

Today, the undersigned:

A. Consultant (Construction supervision) ;

(full name according to ID papers and position)

Site Manager..... ;

(full name according to ID papers and position)

in the presence of:

B. Client:..... ;

(full name according to ID papers and position)

C. Contractor:.....;

(full name according to ID papers and position)

D. Official under Article 223, paragraph 2 of SDA ,

(full name according to ID papers and position)

produced this Protocol to ascertain:

1. The presence of the following permits and documents:

1.1. Construction permit No. of, issued by

.....,

(Architect-in-Chief of municipality/region, MRDPW, Regional Governor)

Certified to have entered into force by the body of issuance.

1.2. Permit to occupy a pavement (a part of it and/or a part of the street roadway)

(No./date/issued by.....)

1.3. Permit for transit of construction and transport machines and equipment via the central urban areas and other areas of restricted regime of transit:.....

(No./date, issued by ...)

1.4. Permit for fencing the construction site with temporary boarding of height of m along the lateral regulation lines (property boundaries) and in relation to the street regulation line according to layout No. of issued by

1.5. Permit for transportation of humus:

(No./date, issued by: ...)

1.6. Permit for transportation earth material (spoil):

(No./date, issued by: ...)

1.7. Permit for transportation of construction debris:

(No./date, issued by: ...)

1.8. Permit for uprooting (cutting off) existing trees, etc.:

(No/date, issued by: ...)

2. The outlet points of the external connections with the existing utility infrastructure are:

2.1. For temporary water supply, according to

2.2. For temporary sewerage:, according to

2.3. For temporary power supply:....., according to

2.4.

3. Description of the construction site:

(eye sketch of the construction site)

3.1.....

(a detailed description of the state of the construction site is produced)

3.2.....

(a description of available buildings, operating ground and underground public utility services and communications in the construction site area subject to removal)

3.3.....

(A description of structures subject to demolition; installations and equipment subject to removal; tall vegetation subject to uprooting and cutting off)

3.4.....

(a description of the routes of access to the construction site)

3.5.....

(other)

4. The state of the surroundings is:.....

.....
(a description of the state – land properties, terrains, green areas, pavements)

5. Measures in the health and safety plan providing safe and healthy conditions of labour:

.....
(a description)

Note to Section I:

Done by:

A.

()

In the presence of:

B.

C.....

D.....

()

()

()

II. Building line and elevation of the construction project:

Today, ..., the undersigned:

A. Consultant (Construction supervision)..... ;

(full name according to ID papers and position)

Site Manager: ;

(full name according to ID papers and position)

In the presence of:

B. Client:..... ;

(full name according to ID papers and position)

C. Contractor:

(full name according to ID papers and position)

D. Physical person of technical capacity under Part "Surveying" employed by the person exercising construction supervision..... ;

(full name according to ID papers and position)

E. Official under Article 223, paragraph 2 of SDA

(full name according to ID papers and position)

Produced this Protocol to ascertain definition of building line and elevation of construction project.....

(sewer, water main, etc.)

Urban territory – under in B quadrant(s)

No.

(pavement, street roadway, green area, etc.)

Or outside urban territory – in area In the land of town/village according to detailed development plan approved by order No. /date, as follows:

1. Eye Sketch:

An eye sketch with plotted distances from the new construction project to the record lines, designating the regulation benchmarks and datum levels, as well as the location in plan according to the designed line (installation, service) and its location in relation to existing lines and regulation benchmarks, etc., including specific points along the route according to the longitudinal profile in plan.

2. Crosses

3. Benchmarks:

3.1. Regulation benchmark No. with coordinates
....., elevation m

3.2. Leveling benchmark No. elevation m

4. The level was defined in points, which have the following leveling elevations according to the approved design

Note to Section II:

Done by:

A.

()

In the presence of:

B. C. D. E.

() () () ()

III. Findings of checks performed upon completion of controlled design elevations of lines, installations and services

1. Results of the check:

1.1. Check at footing course level, elevation(s) (..... m)

Today, ..., the undersigned:

A. Consultant (Construction supervision).....;
(full name according to ID papers and position)

Site Manager ;
(full name according to ID papers and position)

In the presence of:

B. Engineer-geologist: ;
(full name according to ID papers and position)

C. (Supplemented, SG No. 98/2012, effective 11.12.2012) Designer and/or of the relevant part of Part "Structural Design..... ;
(full name according to ID papers and position)

D. The Designer of the specific structure (line, service, installation)
(full name according to ID papers and position)

E. Contractor: ;
(full name according to ID papers and position)

F. Physical person of technical capacity under Part "Surveying" employed by the person exercising construction supervision..... ,
(full name according to ID papers and position)

Having checked the completed excavation level of design elevation(s), it is established that in the course of excavation works the following levels have been reached, and that the uncovered foundation base conforms (does not conform) with the envisaged under the design and meets the requirements of Article 169, paragraph 1, item 1 of SDA.

The measures specified in the safety and health plan for supporting of the excavations and safeguarding of the construction site have been (have not been) implemented along axes:

.....

Hence, the performed CAW:

- (a) conform with the specified in the project design and in the other project documentation;
- (b) do not conform to the specified in the project design and in the other project documentation, which is material (immaterial) departure.....

.....

(description of the departures, including the performed in deviation or non-performed supports)

Hereby, the performance of the following construction and assembly works shall be (shall not be) allowed.....

.....

(description of CAW to be performed)

Check performed by:

A.

()

In the presence of:

B. C. D. E. F.

() () () () ()

1.2. Check of lines (services, installations) upon completion of project design levels at elevation(s) (.....m)

Today, ..., the undersigned:

A. Consultant (Construction supervision).....;

(full name according to ID papers and position)

Site Manager..... ;

(full name according to ID papers and position)

In the presence of:

B. The Designer of the specific structure (line, service, installation) ;

(full name according to ID papers and position)

C. Contractor:.....;

(full name according to ID papers and position)

D. Physical person of technical capacity under Part “Surveying” employed by the person exercising construction supervision..... ,

(full name according to ID papers and position)

Having performed the check of the completed level of a service (line, system, etc.) of elevation(s), it was established that in the course of CAW the specific building lines and elevations:

(a) conform with the project design lines and elevations and the other construction project documentation

..... ;

(a statement on the conformity of the measured in situ levels and distances from the new construction project to the street regulation lines, as well as of the dimensions in plan of the completed line (service, installation) with those at the definition of the building line and elevation and the obtained during the check dimensions shall be specified in brackets under the defined and specified dimensions in the eye sketch)

(b) do not conform with the project design lines and elevations and departure of the design was established at:

..... ,

(description is provided of the departures of the measured in situ levels and distance of the new construction project to the street regulation lines, as well as of the dimensions in plan of the

completed line (service, installation) with those at the definition of the building line and elevation and the obtained during the check dimensions shall be specified in brackets under the defined and specified dimensions in the eye sketch),

which is material (immaterial) departure from the project design and the other project documentation. The measures specified in the safety and health plan have been (have not been) implemented

.....

Hereby, the performance of the following construction and assembly works shall be (shall not be) allowed.....

.....

(description of CAW to be performed)

Check performed by:

A.

()

In the presence of:

B.

()

C.

()

D.

()

Annex No. 3

to Article 7, paragraph 3, item 3
(Amended, SG No. 37/2004, effective 5.11.2004,
SG No. 29/2006, effective 7.04.2006)

(Standard Form 3)

ACT OF ESTABLISHED FACTS

To establish the conformity of the construction project with the issued construction documentation, as well as that the detailed development plan has been implemented with regards to built-up area

Today, ..., the undersigned:

A. Official of the municipal (regional) administration:

(full name according to ID papers and position)

In the presence of:

B. Consultant (Construction supervision)

(full name according to ID papers and position)

Site Manager.....

(full name according to ID papers and position)

C. Contractor.....,

(full name according to ID papers and position)

at the request of the person exercising construction supervision/site manager, have performed inspection of construction project:

In the course of which it was established that the construction and assembly works on the foundations of the structure have been completed, the construction with the issued construction documentation

(conforms/does not conform)

And departures have (have not) been observed

(description of the departures)

The Detailed Development plan Concerning the built-up area

(has/has not been applied)

Check performed by:

A.

(.....)

In the presence of:

B. C.

(.....)

(.....)

Notes:

1. This protocol shall be produced in four identical copies: one per each of the following: the municipality (region), the Client, the Contractor and the person exercising construction supervision.
2. Only the relevant data shall be filled related to the specifics of the project.
3. In the event of staged execution or construction of technological sections, this protocol shall be produced for each individual stage or technological section.
4. A copy of this protocol should be kept on the construction site in case it is needed for inspection by the supervising authorities.

Annex No. 4

to Article 7, paragraph 3, item 4

(Amended and supplemented, SG No. 29/2006, effective 7.04.2006,
supplemented, SG No. 65/2016, effective 19.08.2016)

(Standard Form 4)

I HEREBY CERTIFY:

(signature, stamp)

.....

(full name and position of the person under Article 158, paragraph 2 of SDA)

Date:

BOOK OF ORDERS (SITE JOURNAL)

of construction project

No.

Construction project

Client

(endorsed)

1. Construction project (a section, a stage of it)

Address: town., Str.....

No., quadrant., land property , area
zone

Construction permits No. of , issued by

.....

certified to have entered into force by the body of issuance

2. Client:

3. Consultant (Construction supervision):

.....

.....

License/certificate No. of of

3.1.

(physical person of legal capacity under the respective design part)

3.2.

3.3.

4. Site Manager:

(full name according to ID papers)

5. Contractor:

(company)

represented by

(full name according to ID papers and position)

PIN , home address: , phone:

6. Project Designer,

(company)

represented by:

.....
(full name according to ID papers and position)

PIN , home address , phone.

Diploma No., issued by,

Field (specialty)

6.1.

(physical person of the required designer capacity under the respective design part)

6.2.

7. Technical supervision under Part “Structural Design”

.....
(full name according to ID papers)

PIN , home address: , phone:

Diploma No., issued by,

Field (specialty)

Changes introduced in the course of construction works:

Note: The Book of Orders (site Journal) shall contain all instructions and orders, related to the development of the construction project in compliance with the construction permit. The Book of Orders (Site Journal) shall be certified by the person under Article 158, paragraph 2 of SDA in a term of three days following the production of Section II of Protocol Standard Form No. 2 (2a), after which the construction and assembly works can be launched.

The Book of Orders (Site Journal) should be kept on the construction site to be presented to the supervision authorities in the event of an inspection.

Annex No. 5

to Article 7, paragraph 3, item 5

(Standard Form 5)

Construction Project:

Location:

Client:

Consultant (Construction supervision):.....

Contractor:.....

Designer:

act

on specification and coordination of the construction site with the approved investment design and provision of the permanent bench mark of the construction project.

Today, ..., the undersigned representatives of:

1.

(Contractor)

2.

(Physical person of technical capacity under Part “Surveying” employed by the person exercising construction supervision)

3.

(Designer (Surveyor) – full name according to ID papers and position)

Having produced the leveling sketch, which we compared to the approved design we produced this act on the following:

1. Permanent benchmark shall be
of elevation m,
(point of the new structure)

Which is at a distance of m from according to the specified via Protocol No. 3 on specification of the building line and elevation of the construction project.

2. Elevations shall be as follows:

- a) excavations at m, ...m, and m;
- b) lower foundation coping at m, ...m, and m;
- c) base (plinth) at m;
- d) cornice (eaves) at m;
- e) ridge at m;
- f) vertical planning elevations according to a drawing;
- g)

The other elevations shall be defined according to the design and their relation to level 00 conventional elevation 0.

Drawing of the structure with specified in it external dimensions and elevations.

Drawing of the structure with specified in it external dimensions and elevations with signified specific points

Elevation

No. of point	Terrain elevation	No. of point	Terrain elevation
1		4	
2		5	
3		6	

Done by:

1.
(.....)
2.
(.....)
3.
(.....)

.....
(manager – construction supervision; full name, signature and seal)

Annex No. 6
to Article 7, paragraph 3, item 6

(Standard Form 6)

Construction Project:.....

Location:

Client:

Consultant (Construction supervision):.....

Contractor: Designer:

ACT
On acceptance of the ground base and the actual elevations of the excavations works

Today, ..., the undersigned representatives of:

1.

(Contractor – three names or company registration and position with the legal entity)

2.,

(physical persons of legal capacity under Part “Structural Design and Part “Engineering geology and hydrogeology” employed by the person exercising construction supervision)

3.,

(designers (structural engineer and engineer-geologist and hydro geologist) – the three names under ID papers and positions) having inspected the ground base in the completed excavations we got acquainted with the results of the laboratory and field tests of the soils, performed geodetic surveying, prepared executive engineering-geological and hydro geological drawings and produced this act on the following:

1. The ground base soil is:
- (a) group and category,
in section of by.....;
- (b) group and category,
in section of by.....;
- (c) group and category,
in section of by.....;
2. The performed geodetic surveying established the following elevations of the completed excavation works:

Elevations

No. of point	Elevation of the terrain	Elevation of the excavations
1.		
2.		
3.		

Drawing of the structure with specified external actual dimensions and elevations

3. The performed inspections and the produced executive engineering and engineering-geological drawing of the uncovered earth (rock) bed at points along axes between profiles established the following differences compared to the engineering-geological survey (report):

1.
2.

With regards to findings, we prescribe:

1.
2.
3.

Done by:

- | | |
|--------------------|--------------------|
| 1.
(.....) | 2.
(.....) |
| 3.
(.....) | |

.....
(Manager – construction supervision, full name, signature and stamp)

(Standard Form 7)

Construction Project:.....

Location:

Client:

Consultant (Construction supervision):.....

Contractor:

ACT

on acceptance of the performed construction and assembly works according to levels and elements of the building structure

Today, ... the undersigned representatives of:

1.

(Contractor)

2.,

.....,

(Physical person of technical capacity under Part "Structural Design" employed by the person exercising construction supervision)

inspected the building structure according to levels and elements completed from level To level And produced this act, having established that the following types of construction and assembly works have been performed, which conform with the rational designs:

.....

.....

.....

3.

(Designer of Part "Structural Design")

When necessary, sketches, diagrams and other drawings shall be attached. On the grounds of the above conclusions, we sanction the execution of:

.....

.....

Done by:

1. 2. 3.

(.....) (.....) (.....)

.....

(Manager – construction supervision, full name, signature and stamp)

Annex No. 8

to Article 7, paragraph 3, item 8
(Amended, SG No. 65/2016, effective 19.08.2016)

(Standard Form 8)

Construction Project:.....

Location:

Client:

Consultant (Construction supervision):.....

Contractor: Designer:(Sub)contractor of assembly works.....

ACT

on takeover and handover of concrete, reinforced concrete or other bases for assembly of structures, machines and equipment

Today,....., the undersigned representatives of:

1.

(Contractor – full name or company registration and position with the legal entity)

2.

(Contractor of assembly works – full name or company registration and position with the legal entity)

3.,

(physical persons of legal capacity under Part “Structural Design” and Part “Surveying” employed by the person exercising construction supervision)

4.,

(Designer of Structural Design – full name according to ID papers and position)

Having performed inspection of the completed bases and having been acquainted with the documents certifying to the conformity of used construction products with the requirements under Article 169a, paragraph 1 of SDA:

1.

2.

3.

(description of the specific bases and description of the works, the dimensions, the elevations, the axes, the leveling benchmarks, the documents certifying to the conformity of used construction products with the requirements under Article 169a, paragraph 1 of SDA, etc.), We established the following:

1. All technical requirements of the specified dynamic loads according to the design have been met.

2. The following admissible departures from the project design have been established:

(a)

(b)

(the departures, if any, are described according to Table No. of PIPCAW) With regards to the above findings we make a decision to hand over to the Contractor of assembly works the completed bases in order to (description of the type of structures, machines and equipment to be assembled) Done by:

1.

(.....)

2.

(.....)

3.

(.....)

4.

(.....)

.....

(Manager – construction supervision, full name, signature and stamp)

Annex No. 9

to Article 7, paragraph 3, item 9
(Amended, SG No. 65/2016, effective 19.08.2016)

(Standard Form 9)

Construction Project:

Location:

Client:

Consultant (Construction supervision):

(Sub)contractor of assembly works:

Supplier of machines and equipment:

ACT

On handover and takeover of machines and equipment

Today, ..., the undersigned representatives of:

1.

(Client)
 2.
 (Contractor/Contractor of assembly works)
 3.
 (Supplier)
 4.
 (physical persons of legal capacity under Part “Technological Design” or the respective design parts for the installations employed by the person exercising construction supervision) produced this act to establish that the Client (Supplier) handed over to the Contractor (contractor of assembly works) the following machines and equipment:

No.	Name of machines and equipment	Quantity	Type of packing
-----	--------------------------------	----------	-----------------

The machines and equipment are in the following state:

- (a) documents of dispatch available.;
- (b) documents of packing available
- (c) machines and equipment completed in accordance with the specifications of the manufacturer
- (d) presence of external visible defects, fractures, cracks, damages, etc.
- (e) conformity of the parameters of the machines and equipment with the drawings and the diagrams, the acts of control tests and the technical instructions and conditions of assembly and storage.....;
- (f) (Amended, SG No. 65/2016, effective 19.08.2016) presence of complete technical documentation of the manufacturer:

Certificates; documents certifying to the conformity of the used construction products with the requirements under Article 169a, paragraph 1 of SDA; technical parameters; assembly diagrams; certificates of laboratory and technical tests; certificates of testing of the machines and equipment on the premises of the manufacturer's works; technical instructions for the single, complex and 72-hour trials, etc.

- (g) type and quantity of the packing to be sent back. Note: In the event of established shortages or defects during unpacking, dis-assembly and installation, as well as in the course of single tests of machines and equipment, individual protocols of established facts shall be produced.

Done:

1.	2.
(.....)	(.....)
3.	4.
(.....)	(.....)

.....

(Manager – construction supervision, full name, signature and stamp)

Annex No. 10
 to Article 7, paragraph 3, item 10

(Standard Form 10)

Construction Project:.....

Location:

Client:

Consultant (Construction supervision):.....

Contractor: Technical supervision under part “Structural Design”

ACT

on establishment of the state of the construction project in case of suspension of construction works

due to

(amendment of the designs; non-performance of the obligations on the part of one of the contract parties, delay of the delivery of machines and equipment; adverse geological conditions; replacement of the Contractor under the provisions of SDA, or any other reason, which is specified)

Today, ..., the undersigned representatives of:

1.

(Contractor – full name or company registration)

2.

(the person exercising construction supervisions and the physical persons of legal capacity under the respective design parts of the completed construction works)

3.

(designers of the respective project parts of the completed construction works – full name according to ID papers and position)

4.

(technical supervision under Part “Structural Design” – full name and PIN)

5.

(Client – full name and UCN or company registration) In connection with produced (the grounds are specified) this act to establish that on the state of the construction project, the stage or the part of it is as follows:

1. Completed construction and assembly works according to an approved design:

.....

2. Completed construction and assembly works at variance with an approved design:

.....

3. Delivered materials, machines and equipment, etc. not used in the construction works:

.....

4. Works required to provide the strength, the spatial stability and conservation of the structures:

.....

4.1. Required additional designs, expert opinion, etc. and deadlines for their submission:

.....

4.2. Required additional materials, machines and equipment, structures, etc.

4.3. Required changes of the delivery schedule of machines and equipment;

4.4. Other requirements to project freezing, as well as measures necessary to resume

construction works:

Done by:

1.

(.....)

2.

(.....)

3.

(.....)

4.

(.....)

5.

(.....)

.....
(Manager – construction supervision, full name, signature and stamp)

Annex No. 11

to Article 7, paragraph 3, item 11

(Standard Form 11)

Construction Project:.....

Location:

Client:

Consultant (Construction supervision):.....

Contractor:

Designer:

Technical supervision under Part “Structural Design”

ACT

to establish the state of the construction project and construction and assembly works in the event of resuming of the construction process for all construction projects suspended in accordance with the established order and other cases specified in Article 7, paragraph 3, item 10

Today, ..., the undersigned representatives of:

1.
(Contractor – full name or company registration)
2.
(the person exercising construction supervisions and the physical persons of legal capacity under the respective design parts of the completed construction works)
3.
(designers of the respective project parts of the completed construction works – full name according to ID papers and position)
4.
(technical supervision under Part “Structural Design” – full name and PIN)
5.
(Client – full name and PIN or company registration)

in connection with
(the grounds are specified to resume a frozen project or replacement of the Contractor)
produced this act to establish that on the state of the construction project, the stage or the part of it is as follows:

1. Completed construction and assembly works according to an approved design:
.....
2. Completed construction and assembly works at variance with an approved design:
.....
3. Available materials, machines and equipment, etc.
.....
4. Completed works subject to demolition and/or repair works;
.....
5. Required additional designs, expert opinion, etc. and deadlines for their submission:
.....
6. Other established facts and requirements to resume or continue project works:
.....

Done by:

1.
(.....)
2.
(.....)
3.
(.....)
4.
(.....)
5.
(.....)

.....
(Manager – construction supervision, full name, signature and stamp)

Annex No. 12
to Article 7, paragraph 3, item 12
(Supplemented, SG No. 98/2012, effective 11.12.2012)

(Standard Form 12)
Construction Project:.....
Location:
Client:
Consultant (Construction supervision):.....
Contractor:

ACT
on establishing of all types of construction and assembly works subject to closure,
certifying to the fact that the requirements of the project design have been met

Today, ..., the undersigned representatives of:

1.,
(Contractor – full name or company registration and the position at the legal entity)
2.,
(physical persons of legal capacity under the respective design part employed by the person exercising construction supervision)
3.
(designer of the relevant part)

Produced this act to establish that the following types and quantities of construction and assembly works subject to closure (hidden works) or cannot be reported on a drawing:

No.	Name of CAW	According to design	Completed	As se ss m ent of ac hie ve d pa ra m ete rs
		Unit	Quantity	

- 1
2

When required, diagrams, schemes and drawings, as well as other materials shall be attached to establish the conformity of the completed works with the design solutions and requirements.

Note: It shall be produced with regards to the types of hidden works required for the correct evaluation of the construction project, the stage of the part of it concerning observance of the safety requirements and its exploitation serviceability in compliance with the acting normative legislation.

Done by:

1.
(.....)
2.
(.....)

.....
(Manager – construction supervision, full name, signature and stamp)

3.
(.....)

Location:
Client:
Consultant (Construction supervision):.....
Contractor:

ACT
on establishment of damages due to force majeure events, etc.

Today, ..., the undersigned representatives of:
1.
(Contractor)
2.
(physical persons of legal capacity under the respective design part employed by the person exercising construction supervision)
3.
(Client)

In connection with the action of force majeure event on
.....
(description of the force majeure event)

Produced this act to establish that the following damages have been sustained:

1. with regards to the completed structures and CAW

No.	Structures and CAW	Unit	Quantity	Note

2. with regards to the construction materials, machines and equipment and installations:

No.	Name of the materials, equipment and facilities	Unit	Quantity	Note

On the grounds of the established above facts and the state of the construction project, a stage or a part of it
(description of the state of the construction project with a view to its safety and accident prevention)

We prescribe:
(required measures, designs, expert opinion, etc. with a view to remedying the damages and proceeding with the construction works)

Done by:
1. 2.
(.....) (.....)
3.
(.....)

.....
(Manager – construction supervision, full name, signature and stamp)

Annex No. 14
to Article 7, paragraph 3, item 14
(Amended, SG No. 65/2016, effective 19.08.2016)

(Standard Form 14)
Construction Project:.....
Location:
Client:
Consultant (Construction supervision):.....

Contractor:
Designer:.....

ACT

on acceptance of the building structure

Today, ..., the undersigned representatives of:

1.

(Designer of Part "Structural Design"

2.

(Contractor)

3.

(physical person of legal capacity under Part "Structural Design" employed by the person exercising construction supervision)

inspected the construction of the project structure, the stage or the part of it, as well as all documents related to this process: rational designs, statements on exploitation parameters/statements on the parameters of the construction product of the used building products; journals of performed works, the Book of Order of the site, the produced acts, protocols, etc.:

.....

(all documents related to the completed structures are listed)

and established:

1. The structural elements of the construction project, the stage or the part of it, are built in compliance with the approved designs and the changes prescribed by the designer in the Book of Orders.

2. The following partial deficiencies and omissions in the course of construction works, which do not affect the safety of the completed structure:

.....

have been eliminated.

On the grounds of the above established facts we give the following

CONCLUSION: The bearing structure of the construction project, a stage or a part of it, thus completed, is in a state to sustain both in the course of subsequent CAW and during exploitation all basic, additional and specific loads according to the design and the acting normative legislation and, therefore, we grant a permit for the launch of finishing works.

Done by:

1.

(.....)

2.

(.....)

3.

(.....)

.....

(Manager – construction supervision, full name, signature and stamp)

Annex No. 15

to Article 7, paragraph 3, item 15
(Amended, SG No. 98/2012, effective 11.12.2012,
SG No. 65/2016, effective 19.08.2016)

(Standard Form 15)

Construction Project:.....

Location:

Client:

Consultant (Construction supervision):

Contractor:

Designer:

ACT

Establishing the suitability of a construction project to be accepted

(a stage or a part of it)

Today, ..., the undersigned representatives of:

A. CLIENT:

1.

(full name or company registration)

2.

(full name)

B. DESIGNERS (of all parts):

(full name or company registration)

C. CONTRACTOR:

1.

(full name or company registration)

2.

2.1. Under Part:

(full name or company registration)

2.2. Under Part:

(full name or company registration)

D. CONSULTANT (CONSTRUCTION SUPERVISION):

.....

(the person exercising construction supervision – company registration, full name and physical persons of technical capacity under all parts – full names)

met on the project site to establish the state of the project and its readiness to be launched into exploitation.

Having inspected:

1. The Construction Permit No. of issued by of municipality (region) and/or the Act of Legalization No. of of municipality/region

2. The approved on by design and executive documentation

3. The Contract (contracts) on construction and the annexes to it (them):

.....

..... and after a thorough review of the construction documentation and inspection of the completed construction project (a stage or a part of it)

WE ESTABLISHED:

1. With regards to the construction papers and executive documentation:

.....

(brief presentation of the results of the review of the technical documentation: designs, executive documentation, acts and protocols produced in the building process, journals, statements on exploitation parameters/statements on the parameters of the construction product of the used building products, tests and measurements proving the correct implementation, etc.)

2. With regards to construction project development:

.....

(presentation of the results of the performed on site inspection of the completed project in accordance with the concluded contracts and the designs, description of the built structure, as well as of non-completed or of poor quality works, which should be eliminated by the time of submission of the request for exploitation permit (certificate of launch into exploitation)

3. With regards to the construction site:

.....

(description of the construction site – whether the buildings and structures of temporary

construction have been demolished and the debris taken away)

4. With regards to the surrounding area:
.....

(description of the state of the surrounding area - neighbouring land properties, terrains, public utility networks and facilities; curbs, sidewalks, surfacing, posts, green areas, ornamental trees, fences, etc. and a conclusion is made whether the surrounding area has been restored to the state of opening the construction site and whether the specified urban development elements have been restored or improved)

On the grounds of the aforementioned,

WE DECIDED:

1. We assume that the construction project has been developed in accordance with the approved investment designs, the certified executive documentation, the requirements to construction projects under Article 169, paragraphs 1 and 3 of SDA, the provisions of the contract (contracts) on construction and the respective annexes to them (specified in the general section of this act) and that the available construction documentation characterises to a sufficient extent the executed construction works.

2. The final deadline we set to eliminate from all deficiencies established in the completed construction and assembly works (CAW) is/...../.....

3. The deadline we set to remove from all temporary buildings, structures, etc. is/...../.....

4. Integral part of this act shall be copies of the documents according to the inventory of the whole construction documentation of the construction project and the protocols of performed tests and measurements, i.e.:

- a)
- b)

5. On behalf of all clients we give power of attorney to to represent us as a sole participant in the procedure on obtaining an exploitation permit (certificate to launch into exploitation)

6. This act shall serve as the grounds for production of the final report on the part of the person exercising construction supervision. With this act handover of the construction project by the Contractor to the Client shall be executed.

Done by:

Done by:

A.	B.	C.	D.
.....			

Notes:

- 1. Only the relevant sections are to be filled in.
- 2. The full names and the specific properties of every client shall be filled in and Act (Standard Form 15) shall only be valid when undersigned by all clients (or their legal representatives) and all listed participants in the construction process, or it has been produced under the provisions of Article 5, paragraph 4.
- 3. When any of the parties is a legal entity under the provisions of the Commerce Act or the Persons and Family Act, the company registration, the tax number, the BULSTAT number and the person representing the legal entity shall also be specified.

Annex No. 16
to Article 7, paragraph 3, item 16
(Amended, SG No. 29/2006, effective 7.04.2006,
SG No. 65/2016, effective 19.08.2016)

(Standard Form 16)

Construction Project:.....

Location:

Client:

Consultant (Construction supervision):.....
Contractor:
Designer:.....

PROTOCOL

On establishment of the exploitation serviceability of the construction project
(a part or a stage of it):

.....
State Acceptance commission (SAC) appointed via Order No.
of issued by (to be attached) and final report No. Of the person,
exercising construction supervision constitutes as follows:

Chairperson:
(full name and position)

Vice Chairperson:
(full name and position)

and members:

1. Project Clients

.....
(legal entity – name, represented by or physical person – full name)

2. Representatives of specialized bodies of control

.....
(full name, position, place of work)

3. The person exercising construction supervision

.....
(full name of the manager, legal person – name)

4. Specialists appointed additionally via a written order of the head of NCSD, or the chairperson of
SAC

.....
.....

met at its first session held on

In the course of its work SAC

ESTABLISHED:

A. Participants in the construction project are:

1. Owners of the land property:

.....
(the state (ministry, administration), the municipality, person (full name) and grounds (law, other
normative act, act of property, etc. – copies to be attached)

2. Project clients:

.....
.....

(person – legal, physical and grounds; in case of residential buildings, all owners of shares of the
right to construction or of ideal parts of the land property shall be specified and in case of RBC –
only the members of the Board; copies of the legal grounds shall be attached)

3. Construction supervision:

.....
(grounds – to be attached)

4. Designers:

.....
(all part specified)

5. Contractor:

.....
(grounds – to be attached)

- 5.1.
5.2.
5.3.

(builders, assembly workers, etc. - grounds)

6. Site Manager:

.....
(full name, home address, ground)

B. With regards to CAW execution:

1. The construction project, the part or the stage of it, represents:

.....
(description of the construction project by parts, including connection of the internal installations and systems of the construction project with the networks and the facilities of the technical infrastructure, which are specified in the executive documentation)

Thus executed, the construction project can bear the loads according to the acting normative legislation. The conclusions have also been drawn on the grounds of the produced Act Standard Form No. 14.

1.1. The construction project has been developed in compliance with the requirements of SDA, etc.:

.....
(description of the construction papers and other documents)

1.1.1. certificate of property or a document of constituted right to construction in somebody else's property or a document certifying to the right to build in somebody else's property under the provisions of a special act of law;

1.1.2. design visa;

1.1.3. approved (coordinated) designs of, certified executive documentation and letters of coordination;

1.1.4. construction permit (act of legalization);

1.1.5. protocol on launch of the construction site and protocol on specification of the building line and elevations with certification of performed checks at completion of levels: excavations, plinth, cornice (eaves) and ridge;

1.1.6. (repealed, former item 1.1.7, SG No. 29/2006) certified Book of Orders/Site Journal;

1.1.7. (former item 1.1.8, SG No. 29/2006) Act of established facts Standard Form No. 15;

1.1.8. (former item 1.1.9, SG No. 29/2006, amended, SG No. 65/2016, effective 19.08.2016) document issued by the Geodesy, Cartography and Cadastre Agency on conformity with the requirements under Article 175, paragraph 5 of SDA;

1.1.9. (former item 1.1.10, SG No. 29/2006) contract with the exploitation companies on connection to the networks of the technical infrastructure; etc.;.....

1.2. In the process of project development significant departures in the context of Article 154, paragraph 2 of SDA have been/have not been made compared to the approved designs, respectively approved (coordinated) as follows:

(a)

(b)

1.3. In the course of construction measures were/were not taken to prevent adverse impacts on the environment (lines, facilities, sidewalks, pavements, posts, green areas, decorative vegetation, fences, etc.)

.....
.....
.....
(description of the state of the surrounding area and the eliminated damages if any)

2. Non-performed or unfinished types of CAW according to the contract(s) on construction: NONE (THERE ARE – to be specified)

3. Building of the bearing structure, the used materials and products, the assembled installations, technological lines and other machine and equipment is (not) in compliance with the respective technical norms, which is evident from the documents presented to the attention of SAC:

(a)

(b)
(inventory of all acts, protocols and journals produced in the course of construction works; consent on the use of building products; statements on exploitation parameters/statements on the parameters of the construction product of the used building products to the material requirements to construction projects; checks and trials of installations, tests – individual, complex and 72-hour tests, as well as other acts under Article 9 of this Ordinance; the documents, acts and protocols shall be written out in full, with dates and numbers, as well as the respective conclusions)

4. Positions:
.....
(positions of all members if SAC; of an authority on health and safety of labour– when this is required by a normative act, etc.)

C. With regards to compliance with the normative requirements (all official positions of the specialized control and other bodies related to the respective conclusion are specified) as follows:

.....
.....
On the grounds of the established facts and conclusions the State Acceptance Commission
DECIDED:

Option I

TO ACCEPT THE CONSTRUCTION PROJECT:

.....,
which can be exploited in accordance with its designation.

1. The Commission proposes to the Head of NCSD to issue a permit for exploitation under observation of the following restrictive conditions:

1.1.

1.2.

2. The warranty periods shall be defined in accordance with the contracts on construction and they cannot be shorter than the minimum periods specified in Ordinance No. 2 of 2003 on launch into exploitation of the construction projects in the Republic of Bulgaria and the minimum warranty periods of completed construction and assembly works, facilities and construction projects. Integral part of the protocol shall be the documents under Section B and Section C. This protocol was produced and read out at last session of SAC held on, by the time of which no reservations had been expressed.

Option II

REJECTS

To accept the construction project (the part or the stage of it) on the following grounds:

1.1.

.....
This Protocol – Standard Form No. 16 was produced at the last session of the Commission held on

Chairperson:

Deputy Chairperson:.....

Members:

1. 4.

2. 5.

3. 6.

Notes:

1. In the process of compilation of Protocol – Standard Form No. 16 texts shall be used only where are required according to the nature of the construction project, the established facts and conclusions and the decisions of the Acceptance Commission.

2. Companies and persons shall be respectively written out in full: name of the company, full name according to ID papers, addresses.

3. In the event of expressed reservations, they shall be specified in the protocol after the decisions

of the acceptance commission and they shall be attached when presented in a term of three days following the date of the conclusive session of the commission.

Annex No. 17
to Article 7, paragraph 3, item 17

(Standard Form 17)

Construction Project:.....
Location:
Client:
Consultant (Construction supervision):.....
Contractor:
Designer:.....

PROTOCOL
on conducted 72-hour tests in exploitation conditions

The Commission appointed via Order No. of
Issued by.....

(position of the person having signed the order) composed by:

Chairperson:
(full name according to ID papers and position)

Members: 1.
(full name according to ID papers and position)
2.
3.
4.
5.
6.

Carried out 72-hour tests of the construction project (the part or the stage of it) in exploitation conditions in compliance with the endorsed launch schedule in the period from to (date, hour) (date, hour) (in case of deviation from the technical schedules, they shall be specified)

1. Construction project (a part or a stage of it) subject of the envisaged test:
.....
(description)

2. Main parameters of machines and equipment:

No.	Name of machine or equipment	Capacity (rated by design and certificate)	Actual change (measured during the test)	Note
1				
2				

3. Technological loads:
.....

(listed are the technological loadings of the main machines and equipment and they are compared to the rated parameters according to the design or the manufacturer papers of the equipment; the factual loads shall be specified according to period of time in the order of their change)

No.	Main machines and equipment	Period from..... to.....	Loads (rated by design or certificate)	Actual change	Note

4. Idle time:

(the idle periods of the technological lines or of individual machines and equipment shall be specified, as well as analysis of reasons for the idle periods)

5. Results of the 72-hour tests:

(Findings of the commission with regards to the conducted 72-hour tests of the construction project, or a part or a stage of its exploitation conditions in order to establish the technical parameters, the design capacity, the quality of the production, observance of the hygiene requirements, the health and safety requirements, environment protection requirements, fire safety requirements, etc.)

6. Deficiencies of machines and equipment, which occurred in the course of the 72-hour tests:

.....

(listed according to type and divided into two groups: deficiencies due to the manufacturer and deficiencies due to the construction of construction and assembly works)

On the grounds of the conducted 72-hour test and the established facts, the Commission makes the following:

CONCLUSION:

.....

(The Commission shall make a justified assessment if the installed machines and systems have shown deficiencies inadmissible with regards to the hygiene requirements and the requirements with regards to safety of labour, environment protection and fire safety in compliance with the standardization norms and if the technical parameters have been achieved as well as the design capacity and quality of production)

Commission:

Chairperson:

(.....)

Members:

1.

2.

3.....

(.....)

(.....)

(.....)

4.

5.

6.

(.....)

(.....)

(.....)