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According to the Article 110, paragraph 2 of the Law on the Spatial Development and Construction of Structures ("Official Gazette of Montenegro, No. 51/08), the Ministry of Economic Development provided

THE RULEBOOK

ON THE METHOD OF KEEPING AND THE CONTENTS OF BUILDING LOG, BUILDING BOOK AND INSPECTION BOOK

(" Official Gazette of Montenegro ", no. 81/08 of 26.12.2008)

I GENERAL PROVISIONS

Article 1

This Rulebook shall regulate the method of keeping and the contents of building log, building book and inspection book.

Article 2

Building log, building book and inspection book shall be kept at the construction sites where structures are constructed or works are performed for which the obtaining of building permit is prescribed.

Building log, building book and inspection book shall be kept from the day of commencement of preparatory works to the day of completion of construction of structure, or from issuance of use permit to presentation of the structure to the investor.

Building log, building book and inspection book shall be concluded on the day of presentation of structure and works between the contractor and investor.

Article 3

Building log, building book and inspection book shall be kept by the general contractor. Data entered in a building log and building book shall be certified with the signature and seal of a person who shall conduct professional supervision and chief engineer for construction of structure.

During the construction of structure, building log, building book and inspection book, shall be kept at the construction site and available to investor, those who conduct supervision, lead designer, responsible designer, as well as the bodies responsible for inspection.

II BUILDING LOG

Article 4

Building log shall be kept for construction site as a whole, and if structures that are physically isolated, independent functional units with specific construction organization requirements are constructed within the construction site, building log can be kept separately for these structures.

Article 5

Building log shall be kept in the form of linked notebook, certified with the seal of general contractor with double numbered pages (original and copy). Data entered in a building log, cannot be deleted, corrected, additionally changed, or updated.

Alterations and amendments of the data entered in a building log shall be entered only as a new registers, with mandatory listing of the date of register.

Entry of data in a building log shall be performed in pen.

Contractor shall keep the building log to the end of the agreed warranty period for constructed structure, or performed works.

Contractor, after the expiry of warranty period, shall submit a copy of the building log to the investor. Investor shall be obliged to keep building log permanently.

Article 6

Entry of appropriate data and observations in a building log shall be performed by the chief engineer for construction of structure, responsible engineer for certain type of works, a person who performs professional supervision for certain types of works, the lead designer, and the responsible designer.

Article 7

Chief engineer for construction of structure shall enter in building log the information on the following:

- 1) Date of data entry;
- 2) Meteorological characteristics (temperature, precipitation, etc.);
- 3) Working time,
- 4) Persons involved and mechanization;
- 5) Other circumstances that are of importance for the works (control of conditions and regularity of works);

- 6) Existence of the prescribed certificates referring to the quality of delivered materials and products;
- 7) Type and location of works which are carried out (work position),
- 8) Estimated value of completed works;
- 9) Conducted control of works which preceded works that are performed (parameters of the bottom of the foundation, foundation pit, data on scoop inspection, type of material, appropriate bearing capacity, as well as information on the content of the soil below the parameters of foundation bottom, information on the study of soil bearing capacity, moisture and degree of compactness of beds, sheeting, valves etc.);
- 10) Method of building in appropriate materials and products (manually, with the use of appropriate machinery, etc.);
- 11) Method of providing protection to the works that have been already performed (tending concrete, protection from precipitation, etc.);
- 12) Samples of materials that were submitted to control with labeled working positions on which the appropriate sample refers to;
- 13) Shortcomings or mistakes in technical documentation, based on which the works are performed;
- 14) Contingencies that require change of existing technical solutions, or increased amount of works, or performance of surplus works and additional works (unexpected properties of soil, landslides activation, archaeological findings, etc.);
- 15) Performed inspection supervision of the construction site and the basic findings and orders of the inspection bodies, indicating the measures that need to be undertaken according to these orders.

Written documents submitted by investors, designers, party who performs professional supervision, inspection bodies and other parties, shall be entered in the building log.

Article 8

Responsible engineer for specific type of works shall enter data and observations from Article 7 of this Rulebook in a building log, related to the works that he/she manages. Particular works managed by a person referred to in paragraph 1 of this Article, shall be signed and sealed by chief engineer.

Article 9

A person, who conducts professional supervision, shall enter data, observations and orders in a building log, which are related to the following:

- 1) Completeness of technical documentation and additional explanations of designer;
- 2) Quality of materials, installations, machinery, plants and equipment installed or placed in the structure;
- 3) Existence of attests, certificates and other documentation that proves the quality of materials, installations, machinery, plants and equipment for materials and products that are installed;
- 4) Quality and procedure of performing particular works, as well as mutual coordination with other works;

- 5) Informing investors about the shortcomings in the technical documentation, construction of structure in violation of technical documentation, regulations, standards and quality norms, as well as undertaking of appropriate measures;
- 6) Performed inspection of works which according to the nature and dynamics of the construction of structure can not be tested in the later stages of the construction of the structure (scoop works, sheaths, fittings, insulation, etc.);
- 7) Requirements and the procedure for amending technical documentation and approval for performance of surplus of contracted works or additional works;
- 8) Additional technical and other documentation that are delivered to contractors;
- 9) Deadline and the dynamics of works;
- 10) Comment on the remarks and observations that are entered in a building log by authorized persons referred to in Article 6 of this Rulebook;
- 11) Requirements and measures taken to protect environment and adjoining structures, installation, machinery, plants, equipment, etc.;
- 12) Other remarks and observations, which are considered useful for directing the process of further constructing.

Article 10

A person who conducts professional supervision for a specific type of works shall enter the data and observations from Article 9 of this Rulebook that apply to the works on which he/she conducts supervision.

A signature and a seal of the chief supervisory engineer shall certify particular works on which professional supervision is conducted by a person referred to in paragraph 1 of this Article.

III BUILDING BOOK

Article 11

Building book shall be kept for construction site as a whole, and if structures that are physically isolated, independent functional units with specific construction organization requirements are constructed within the construction site, building log can be kept separately for these structures.

Article 12

Building book shall be kept in the form of linked notebook certified with the seal of general contractor with double numbered pages (original and copy).

Article 13

Entry of appropriate data and observations in building book shall be performed by chief engineer for construction and investors' representative.

Article 14

Chief engineer for construction shall enter in the building book data on the following:

- 1) Date of data entry;
- 2) Amount of works by positions;
- 3) Completed works with the necessary drafts;
- 4) Calculation drafts with registered changes in relation to the project;
- 5) Special and important details regarding the work performance;
- 6) Project changes (date and name of person who ordered the changes);
- 7) Other circumstances under which the works are performed, and are of importance for the control analysis and calculation of amount of works and requirements;

If the works are carried out in complete compliance with the project, in the building book shall be noted that absence of calculation drafts drawings is due to this reason.

Article 15

In the building book, nothing shall be erased, but each update shall be entered by pulling the line across the wrong entries, after which the update is entered with the signature of the person who enters the update.

Building book shall be kept by chief engineer for construction of structure for a period of construction, to the end of warranty period, after which it is submitted to the investor to keep it permanently.

IV INSPECTION BOOK

Article 16

Inspection book shall be kept for construction site as a whole, or for all structures and works for which the building permit is obtained.

Article 17

Inspection book shall be kept in the form of linked notebook, certified with the seal of general contractor with double numbered pages (original and copy).

At the beginning of the inspection book, the chief engineer shall enter data certified with his/her signature and regarding to the following:

- 1) Date of the beginning of inspection book keeping;

- 2) Name and location of construction site (place, street, construction lot, etc.);
- 3) Investors (name, seat, etc.);
- 4) General contractor (name, seat, etc.);
- 5) Number, type and other specific characteristics of structures and works whose performance is organized within the same construction site;
- 6) State of available technical and other documentation at the time of the commencement of works;
- 7) Chief engineer (name, professional qualifications);
- 8) Person who conducts supervision (name, professional qualifications) and the person who conducts supervision of special works, if they are determined by the investors.

Article 18

Inspection body shall enter the inspection data on determination of state and other observations regarding to the performing of works when conducting inspection supervision, and particularly to the following:

- 1) Date of conducted inspection supervision;
 - 2) Detailed description of works and documents that are subjected to inspection supervision;
 - 3) Observations regarding the performing of works as well as suggestions for removal of observed deficiencies;
 - 4) Orders for undertaking measures that general contractor has to perform (prohibition of certain works, undertaking emergency measures, safety and etc.);
- Each entry in inspection book shall be certified with the inspection body seal. Chief engineer with his/her signature shall certify that he/she is familiar with the findings and orders of the inspection body entered in the inspection book.

Article 19

Inspection book shall be kept at the construction site during the construction.

Article 20

Chief engineer, in addition to data from the Article 17 of this Rulebook, shall enter in building book and inspection book the additional data on the changes made during construction period which are particularly related to the following:

- 1) Physical and functional changes of the construction site coverage (completion of construction of individual structures and their extract from the site, the inclusion of new structures, change of purpose of individual structures, etc.);
- 2) Changes of investors, overall or for individual structures,
- 3) Involvement of the contractor of individual works or persons who manage the works and commencement of works;
- 4) Changes in the involvement of persons who conduct professional supervision over construction (person who performs professional supervision, person who performs professional supervision for special works);

5) Other data relating to the mutual relations of investors, contractors and other interested parties (work issues out of the regular working time, utility costs, contingencies and the similar)

V TRANSITIONAL AND FINAL PROVISIONS

Article 21

Building log, building book and inspection book keeping which initiated before coming into force of this Rulebook, shall be carried out according to the regulations that were in force until coming into force of this Rulebook.

Article 22

On the day of coming into force of this Rulebook, The Rulebook on Content and Method of Keeping of Building Log, Building Book and Inspection Book ("Official Gazette" of Republic of Montenegro, No. 54/01) shall cease to exist.

Article 23

This Rulebook shall come into force on the eighth day from the day of its publishing in the "Official Gazette of Montenegro".

Number: 2237/99
Podgorica, December 25, 2008.

The Ministry of Economic Development

The Minister,

Branimir Gvozdenovic, signer