

**CODE OF CONDUCT AND PRACTICE
[PRACTICE NOTES]
FOR CONSTRUCTION SITES**

JUNE, 2020



Practice Notes/Guidelines for
monitoring of Building Operations
for compliance with the existing
bye-laws & regulations

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ABBREVIATIONS/ ACRONYMS

BCA; 2013 -	BUILDING CONTROL ACT; 2013
BCR ; 2020-	BUILDING CONTROL REGULATIONS; 2020 (Statutory Instrument No. 3)
NBC	NATIONAL BUILDING CODES <ul style="list-style-type: none"> • The National Building (Building Standards) Code; 2019/ SI No. 51 • The National Building (Standards for Electrical Installations in Buildings) Code; 2019/ SI No. 58 • The National Building (Standards for Mechanical Installations in Buildings) Code; 2019/ SI No. 60 • The Building Control (Accessibility Standards for Persons with Disabilities) Code; 2019/ SI No. 60
PPA;	2010 Physical Planning Act; 2010
NPPSG	National Physical Planning Standards & Guidelines
ARA; Cap 269	Architects' Registration Act; Chapter 269
ERA; Cap 271	Engineers' Registration Act, 1969; Cap. 271
SRA; Cap 275	Surveyors Registration Act, Cap. 275
NBRB	National Building Review Board
BC	Building Committee (District or Urban)
BCO	Building Control Officer
NPPB	National Physical Planning Board
PPC	Physical Planning Committee (Regional, District, Urban, Local).
NEMA	National Environment Management Authority
NEA; 2019	National Environment Act; 2019
ESIA	Environmental Social Impact Assessment
PWD's	Persons With Disabilities
DLP	Defects Liability Period

DISCLAIMER

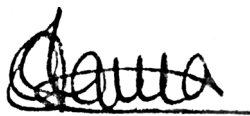
The material and information contained in this Code of Conduct is for general information and ease of reference only. The information in this Code is not intended to substitute the laws, Regulations and Code cited in this Code. Users of this Code are encouraged to refer to the detailed text of the relevant law in order to make any business, legal or any other decisions.

FOREWORD

The National Building Review Board (NBRB), a semi-autonomous government of Uganda body, under Ministry of Works and Transport, was established under Section 3 of the Building Control Act, 2013 to, inter alia, monitor building developments in country, among others. The NBRB, therefore, has the responsibility to ensure that all stakeholders discharge their duties as prescribed in the legal framework for building control.

This Code of Conduct and Practice Notes for Building Construction Sites is intended to ensure that all stakeholders know their responsibilities in accordance with the Building Control Act, 2013. It's my hope that the guidelines contained herein will elicit adherence to a set of requirements in compliance with the existing regulations for purposes of establishing order and ensuring safety on construction sites.

Finally, I wish to confer my profound gratitude to Eng. Vincent Ochwo Olie, Eng. Patrick Mwesigwa and Eng. Paul Rusoke Byangire (Uganda Institution of Professional Engineers); Arch. Godfrey Songa (Uganda Society of Architects) and Arch. Jerome Olowo Stowell (NBRB Secretariat) for the credible input and eventual preparation of this code of conduct. I similarly thank their parent institutions for seconding to us such a dedicated team of true technocrats.



Eng. Flavia G. Bwire

EXECUTIVE SECRETARY

PREFACE:

This Code of practice (Practice Notes) was developed for purposes of detailing the checklist of requirements for all stakeholders involved in building operations/ construction projects. Some of the key stakeholders that are involved in building operations include the **Project Owners/ Developers; Financiers; Approving Authorities (District, Urban, regional, Local, NEMA etc); Construction Professionals (including architects, engineers, surveyors, physical planners, environmental experts etc); Contractors; Sub-contractors and materials/ equipment suppliers.** During the lifecycle of a construction project, every stakeholder is expected to adhere to a set of requirements in compliance with the existing regulations for purposes of establishing order and ensuring safety on construction sites. Some of the key requirements outlined in this code of practice include the need for Owners/ Project Developers to engage duly registered and licensed professionals for the design and supervision of construction projects and for construction professionals to provide the necessary designs, reports and information as required for obtaining building permits and for construction. A summary/ snap-shot version of these practice notes has been provided under Appendix 2 of this document for quick reference.

The practice notes have been grouped according to the key stages of the life-cycle of a building operation including conception & feasibility planning; application for physical planning approval; application for a building permit (for building operations); contracting & construction (including construction, correction of defects and practical completion); and finally occupation, use and demolition/ de-commissioning of a building. For each stage the responsibilities of each stakeholder have been outlined in order to identify the duty of care for each stakeholder to comply with the existing regulations. The 'Duty of care' for each stakeholder outlines their legal responsibility to adhere to the existing construction industry bye-laws by providing the necessary compliance steps as provided in the existing regulations. For developers, this includes submitting all required project information including land ownership details, project details, personnel involved (*duly regulated & licensed by relevant professional bodies*) and all other technical information required for compliance. The duty of care for construction industry professionals and contractors is to ensure that they act with the highest level of professionalism in advising their clients as required for project execution and for compliance with the bye-laws. For the approving authorities the duty of care is to ensure that sufficient planning guidelines and resources (including human resources) are provided at each administrative level to regulate & monitor construction activities.

Finally, for each project stage a detailed checklist has been provided indicating the parameters required for compliance at each stage of the life-cycle of a building operation (i.e. a *checklist of compliance parameters*). Each item is accompanied with a brief quote of the applicable bye-laws, codes/ regulations (*cross referenced across the existing construction industry legislation*).

A Stage 1: Project Planning & Design (Inception).

Stakeholders Responsibilities & Duty of Care

ACTIVITIES/ RESPONSIBILITIES		DUTY OF CARE
(i)	Client/ Developers	
	<ul style="list-style-type: none"> Feasibility Planning Appointment/ Contracting of competent Team of professionals as provided in the existing laws MDA's – Appointment of Project Implementation/ Monitoring Teams 	<ul style="list-style-type: none"> Appointment of relevant team to conduct the project/ assignment. Ensure that all appointments are aligned with the relevant legal framework (e.g. <i>Professionals are properly registered & allowed to practice as such</i>) Ensure provision of valid documentation for the property (eg Ownership documents)
(ii)	Financial Institutions/ Funding Agencies	
	<ul style="list-style-type: none"> Project Financing (Approval & allocation of funds towards projects). 	<ul style="list-style-type: none"> Due Diligence on parties including design professionals; Ensure Security of funds Ensure all project parties are duly permitted to operate and all documentation is legitimate.
(iii)	Design/ Construction Professionals (Architects; Engineers, Surveyors etc)	
	<ul style="list-style-type: none"> Project Design & Feasibility planning Preparation of relevant drawings & information as required for building permission & construction 	<ul style="list-style-type: none"> Professional Due-diligence & Experience (Provide <i>relevant professional input pertaining to the nature of the project</i>). Includes allocating adequate/ relevant human resources & equipment to the project as required under the terms of appointment. Duty of care to provide relevant designs & information for approvals and construction (Clarity of Designs)
(iv)	District & Urban Authorities/ All approving authorities (including NEMA)	
	<ul style="list-style-type: none"> Prepare relevant National, Regional, District, Urban & Local Physical Development plans Ensure relevant guidelines for Building construction 	<ul style="list-style-type: none"> To provide overall planning regulatory environment with necessary guidelines for physical planning & building development plans. To provide detailed plans for their areas of jurisdiction. Provide sufficient manpower (physical planners, building control officers etc) for efficiency regulation & monitoring of the building industry.

Compliance Check-List & Relevant Codes/ Legislation

	COMPLIANCE CHECK-LIST	RELEVANT CODES & REGULATIONS
	(Project Planning/ Inception & Design Stage)	
(i)	DEVELOPER <p>Appointment of appropriate project team comprising of registered professionals as required for the project in question (<i>Architect, Civil/ Structural Engineer, Surveyor, Mechanical & Electrical Engineers, Environmental Officer, Health & Safety Officers</i>).</p> <ul style="list-style-type: none"> - Appointment letter and/or contract (<i>Memorandum of Agreement for engagement of registered professionals as provided by respective professional bodies</i>) - Ensure that all professionals are duly registered & Licensed to practice (<i>Registration number & Practicing Certificates as issued by professional regulatory body</i>) and firms engaged has duly registered professionals - Cross-check with professional bodies through local Authorities or relevant professional bodies. • Each individual/ firm to provide the necessary work experience as required for each project (<i>Check CV's/ Company information</i>) • Deployment of Adequate resources – indicate a schedule of resources deployed (<i>incl. qualified personnel, adequate time schedule & appropriate work methodology as required for the nature of the project</i>) 	<ul style="list-style-type: none"> • Building Control Regulations ; 2020/ PART III – CONTOL OF BUILDING OPERATIONS (Regulation 5; Engagement of Professionals by Owner); Design & Supervision by Professionals (R 6); Classification of Building Developments (R 8); • Architects Registration Act; Cap. 269 (Part III - Registration of Architects; Part IV- Disciplinary Procedures for Registered Architects; Part VI - Miscellaneous Provisions incl. Section 30; Inspection of Architects' Offices; S 31: Professional Ethics for Architects; S 34; Byelaws (for the practice of architecture); S 35; Regulations; S 37; Offences & Penalties for offences/ breaches of the Act). • Architects Registration (Conditions of Engagement & Scale of Fees) Bye-laws; 2009 [Statutory Instrument 2009 No. 61] for appointment/ engagement of architects incl. Part 1: General Conditions of Engagement including Remuneration; engagement of other consultants, responsibilities, inspections etc; Part 2: Definition of Normal Services (of an architect); Work stages etc.; Part 3: Fees for Normal Services. Classification of Buildings (for purposes of defining fees chargeable); Part 4: Other services normally provided by architects; Part 5: Time-charges (alternative format for determining fees); Appendix: Draft Memorandum of Agreement for engagement of architects. • Engineers Registration Act 1969 (Ch 271); PART IV—REGISTRATION OF ENGINEERS incl; Register of engineers (Section 17); Publication of the engineers register (S 18); Prima facie evidence of registration (S 19); Qualifications for registration of engineers (S 20); Temporary registration (S 21) ; Deletion/ Restoration to the register (S 22 & 23).

		<ul style="list-style-type: none"> • PART VI—MISCELLANEOUS including restricted use of the description & title of “Registered Engineer” (Section 28 – 30). • Engineers Scale of Fees (2015) & Terms of engagement including rates for engineering services & description of the normal services provided by engineering professionals. • guidelines for the Level of engineering services provided by different categories of engineering professionals (eg Principal/specialist, Engineers, Technologists, Technicians & Technical Assistants) as well as a “Guide to Engineering Responsibility Levels” for each category (Para; 4). • Also describes the Scope of normal services provided by engineering personnel (P5). • Surveyors Registration Act 1974 (Ch 275); including Register of Surveyors (Section 11); Publication of the surveyors register (S 12 - 13); evidence of registration (S 14); Qualifications for registration of surveyors (S 15); Temporary registration (S 16) ; Issue/ refusal of practicing certificates (S 19 & 20); Misconduct/ disciplining of registered surveyors (S 21 -25) • MISCELLANEOUS including restricted use of the description & title of “Registered Surveyor” (S 26 – 28).
(ii)	DEVELOPER/ CONSTRUCTION PROFESSIONALS Provide relevant technical & legal information regarding the site/ property in compliance with the relevant bye-laws including; <ul style="list-style-type: none"> • Land title and search letter (any other acceptable proof of ownership/Consent letters from LC's/ Landlord as provided in the BCA; 2013). • Survey Report • Geo-Technical Report (where applicable as per the BCA; 2013) • Sub-surface report (where applicable) • Hydrological Report • Feasibility report (Where applicable) 	<ul style="list-style-type: none"> • Building Control Regulations; 2020 – PART III – CONTOL OF BUILDING OPERATIONS; Application for Building Permit for Minor Building works (Regulation 19) & for Temporary Building Operations (R 20); Application for building permit for residential / commercial building operations (R 21); Application for Building permit for complex structures or public building operations (R 22);

	<ul style="list-style-type: none"> • Application for building permit for residential / commercial building operations (R 21); including Letter of Introduction from LC1 Chairman; Sketch plans of the proposed developments; proof of ownership of land (photocopy of land title, power of attorney, search letter); development permission from the PPC (PPA; 2010); boundary opening report from surveyor; electrical/ mechanical drawings; structural drawings & calculations where applicable; proof of payment of application fees etc. • Application for Building permit for complex structures or public building operations (R 22) including geotechnical investigation report; hydrological investigation report; certificate of ESIA from NEMA; receipt of building plans by Commissioner OSH (Min of Gender); Traffic impact assessment (as applicable); Energy efficient assessment (as applicable); proof of payment of application fees etc. 	
(iii)	<u>PROFESSIONALS (Architects, Engineers, Surveyors etc)</u>	
	<p>Provide Normal professional services as required for execution of the project and planning permission/ building permission as follows;</p> <p>➤ Normal Services & Work-stages for architectural & engineering services include the following;</p> <ul style="list-style-type: none"> ○ Inception / Feasibility studies – Appraisal of the project requirements including other consultants/ professionals; Preliminary Layouts & cost estimates for the proposed developments/agree basis for computation of fees. Development of the project timeline ○ Outline scheme proposals; Detailed Project Design – Detailed designs as required 	<ul style="list-style-type: none"> • Building Control Regulations; 2020 – PART III – CONTROL OF BUILDING OPERATIONS; Design & Supervision by Professionals (R6); Non-compliant professionals (R 7); Classification of Building Developments (R 8) ; Building Plans (R 9 – 17); including Architectural Plans, Civil/ Structural plans, Electrical/ Mechanical Plans, General Requirements, Excavations, Unstable soils etc • Architects Registration (Conditions of Engagement & Scale of Fees) Bye-laws; 2009 [Statutory Instrument 2009 No. 61] for appointment/ engagement of architects incl. Para; 2: Definition of Normal Services (of an architect); including Work stages and expected outputs for each stage.

<p>for this stage including necessary reports.</p> <ul style="list-style-type: none"> ○ Preparation of Contracting Documents (<i>For construction</i>) including Bills, Tender Documents, contracts etc ○ Construction Supervision including construction period, DLP & project close-out. <p>Provide detailed Designs as required for execution/ delivery of the project and obtaining Building Permission as follows;</p> <ul style="list-style-type: none"> ▪ Architectural Plans required as per BCR; 2020 (R 9); <i>Location plans, block plan, site plans, floor plans, elevations, sections, door /window schedules, drainage plans, boundary wall plans to appropriate scales as applicable.</i> ▪ Civil/ Structural Plans required as per BCR; 2020 (R 10); <i>Excavation/ foundation details, column/ beam/ slab details, staircase details, lift-wells, roof details, retaining structure details to appropriate scales as applicable.</i> ▪ Electrical Engineering Installation Plans required as per BCR; 2020 (R 11); <i>Mains & standby power supply, lighting layouts, small power layout, fire protection, PABX, LAN (Structured cabling), CCTV etc to appropriate scales as applicable</i> ➤ Mechanical Engineering Installation Plans required as per BCR; 2020 (R 12); <i>Water supply & reticulation, water storage, ventilation & air-conditioning, drainage, firefighting etc to appropriate scales as applicable.</i> ➤ General requirements, <i>Excavations, Landscaping, Unconventional materials/ methods (R 16); Unstable slopes/ soils.</i> 	<ul style="list-style-type: none"> • Engineers Scale of Fees (2015) & Terms of engagement including rates for engineering services & description of the normal services provided by engineering professionals. • Provides guidelines for the Level of engineering services provided by different categories of engineering professionals (eg Principal/specialist, Engineers, Technologists, Technicians & Technical Assistants) as well as a “Guide to Engineering Responsibility Levels” for each category (Para; 4). • Also describes the Scope of normal services provided by engineering personnel (P5). •
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	<p>All Designs to be in line with applicable Building Standards & Codes namely The <i>National Building (Building Standards) Code; 2019; The Building Control (Accessibility Standards for PWD's) Code; 2019; The National Building (Standards for Electrical Installations in Buildings) Code; 2019; The National Building (Standards for Mechanical Installations in Buildings) Code; 2019;</i></p>	<ul style="list-style-type: none"> • The <i>National Building (Building Standards) Code; 2019;</i> PART II- BUILDING SITES (Para 4; Siting of Buildings -21); PART III – DESIGN & PLANNING OF BUILDINGS (P 22 – 117); PART IV – BUILDING MATERIALS (P 118; General Requirements -137); Environmental/ Energy efficiency standards; etc • <i>The Building Control (Accessibility Standards for PWD's) Code; 2019;</i> PART II – GENERAL STANDARDS; PART III – SANITARY FACILITIES; PART IV – MISCELLANEOUS. • <i>The National Building (Standards for Electrical Installations in Buildings) Code; 2019;</i> PART II – DESIGNS; PART III – METHODS OF INSTALLATION; PART IV SOLAR PHOTOVOLTAIC POWER SUPPLY, MODULES & BATTERES; • <i>The National Building (Standards for Mechanical Installations in Buildings) Code; 2019;</i> PART II DOMESTIC WATER SUPPLY & DISTRIBUTION; PART III – SANITARY FITMENTS , PLUMBING & DRAINAGE WORKS; PART IV – HVAC; PART V – FIRE SAFETY; PART VI – LIFTS.
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C Stage 2: Project Approvals (Building Permission).

Stakeholders Responsibilities & Duty of Care

ACTIVITIES & RESPONSIBILITIES		DUTY OF CARE
(i)	Client/ Developer/ Users	
	<ul style="list-style-type: none"> Ensure Contract Management to ensure timely delivery of outputs from relevant professionals 	<ul style="list-style-type: none"> Obtain Detailed Drawings from the relevant professionals as required for acquisition of a building permit. To Ensure compliance of designs & the entire process with relevant bye-laws
(ii)	Design/Construction Professionals (Architects; Engineers, Surveyors etc)	
	<ul style="list-style-type: none"> Preparation & submission of relevant documentation for Building approval 	<ul style="list-style-type: none"> Ensure preparation of detailed information as required for acquisition of a building permit (<i>as prescribed in the relevant Acts; BCA; 2013/ NBC; 2019/ ARA; Cap269/ ERA; Cap 271</i>) Ensure clarity of designs & information for purposes of obtaining building approval. Follow up & respond appropriately to feedback/ comments from the approving authorities.
(iii)	District & Urban Authorities	
	<ul style="list-style-type: none"> Review & approval of project designs for compliance with relevant laws. 	<ul style="list-style-type: none"> To deploy competent personnel for expeditious & judicious review and approval of designs Inspection of project information to ensure that all projects have relevant professional experience to execute the project (<i>ie relevant construction supervision team</i>) before issue of building permit Inspection Booklet etc. To provide Detailed Building Codes/ Guidelines for building approval including Building Lines; Building Heights for different zones; plot coverage etc according to project size. To provide an appropriate mechanism for monitoring of projects for compliance during construction including job-cards; Issue of order Notices etc.

Compliance Check-List & Relevant Codes/ Legislation

COMPLIANCE CHECK-LIST		RELEVANT CODES & REGULATIONS
	(Building Permission Stage)	
(i)	DEVELOPERS <ul style="list-style-type: none"> Application for Building Permit Application for building permit for residential / commercial building operations (Section 21); including Letter of Introduction from LC1 Chairman; Sketch plans of the proposed developments; proof of ownership of land (photocopy of land title, power of attorney, search letter); development permission from the PPC (PPA; 2010); boundary opening report from surveyor; electrical/ mechanical drawings; structural drawings & calculations where applicable; proof of payment of application fees etc. Application for Building permit for complex structures or public building operations (Section 22) including geotechnical investigation report; hydrological investigation report; certificate of ESIA from NEMA; receipt of building plans by Commissioner OSH (Min of Gender); Traffic impact assessment (as applicable); Energy efficient assessment (as applicable); proof of payment of application fees etc. A contract or agreement for engagement of professionals for supervision of the works by duly registered/ licensed professionals (BCR; PART III). 	<ul style="list-style-type: none"> Building Control Act; 2013; Part VI – Control of Building Operations incl. Section 35 (Application for Building Permit): A person who intends to carry out a “building operations” shall apply to the building committee in the area of the proposed development <ul style="list-style-type: none"> Application of a building Permit; Proof of Ownership of the land for development; Registration details for the Architect; Copies of building plans as prescribed by the regulations; Section 39: Permits for minor building works incl. application format & sketch plans as required. Building Control Regulations; 2020 – PART III – CONTROL OF BUILDING OPERATIONS; Engagement of Professionals as a condition for acquiring a building permit (Section 5); Design & Supervision by Professionals (R 6); Building Control Regulations; 2020 – PART III – CONTROL OF BUILDING OPERATIONS; Application for Building Permit for Minor Building works (R 19) & for Temporary Building Operations (R 20); Application for building permit for residential / commercial building operations (R 21); Application for Building permit for complex structures or public building operations (R 22); Architects Registration Act; Cap. 269 (Part III - Registration of Architects). Architects Registration (Conditions of Engagement & Scale of Fees) Bye-laws; 2009 [Statutory Instrument 2009 No. 61] for appointment/ engagement of architects incl. Part 1: General Conditions

		<p>of Engagement including Remuneration; engagement of other consultants, responsibilities, inspections etc; Part 2: Definition of Normal Services (of an architect); Work stages etc.; Part 3: Fees for Normal Services. Classification of Buildings (for purposes of defining fees chargeable); Part 4: Other services normally provided by architects; Part 5: Time-charges (alternative format for determining fees chargeable); Appendix: Draft Memorandum of Agreement for engagement of architects.</p> <ul style="list-style-type: none"> • Engineers Registration Act 1969 (Ch 271); PART IV —REGISTRATION OF ENGINEERS: Register of engineers (S 17); Publication of the engineers register (S 18); Prima facie evidence of registration (S 19); Qualifications for registration (S 20); Temporary registration (S 21) ; Deletion/ Restoration to the register (S 22, 23). • Engineers Scale of Fees (2015) & Terms of engagement including rates for engineering services & description/ guidelines for the Level of engineering services & responsibility Levels for different categories of engineering professionals (P; 4); Scope of normal services provided by engineering personnel (P5). • Surveyors Registration Act 1974 (Ch 275); including Register of Surveyors (Section 11); Publication of the surveyors register (S 12 - 13); evidence of registration (S 14); Qualifications for registration of surveyors (S 15); Temporary registration (S 16) ; Issue/ refusal of practicing certificates (S 19 & 20); Misconduct/ disciplining of registered surveyors (S 21 -25)
(ii)	<p><u>CONSTRUCTION PROFESSIONALS</u></p> <ul style="list-style-type: none"> • Design Reports (<i>where necessary and as provided in the BCA; 2013/ BCR; 2020</i>) • Detailed Designs for all relevant professional disciplines (<i>Architect stamped; engineers stamps; surveyors stamps</i>) as required for approval by the BCR; 2020 including; 	<ul style="list-style-type: none"> • Architectural Plans; <i>Location plans, block plan, site plans, floor plans, elevations, sections, door /window schedules, drainage plans, boundary wall plans to appropriate scales as applicable. BCR; 2020 (R 9)</i> • Civil/ Structural Plans; <i>Excavation/ foundation details, column/ beam/ slab details, staircase details, lift-wells, roof details, retaining structure details to</i>

	<ul style="list-style-type: none"> ○ Architectural Plans; Location plans, block plan, site plans, floor plans, elevations, sections, door /window schedules, drainage plans, boundary wall plans to appropriate scales. ○ Civil/ Structural Plans; Excavation/foundation details, column/ beam/ slab details, staircase details, lift-wells, roof details, retaining structure details to appropriate scales as applicable. ○ Electrical Engineering Installation Plans; Mains & standby power supply, lighting layouts, small power layout, fire protection, PABX, LAN (Structured cabling), CCTV etc to appropriate scales as applicable ○ Mechanical Engineering Installation Plans; Water supply & reticulation, water storage, ventilation & air-conditioning, drainage, firefighting etc to appropriate scales. ○ General requirements, Excavations, Landscaping, Unconventional materials/ methods (R 16); Unstable slopes/ soils. 	<p>appropriate scales as applicable. BCR; 2020 (R 10)</p> <ul style="list-style-type: none"> • Electrical Engineering Installation Plans; Mains & standby power supply, lighting layouts, small power layout, fire protection, PABX, LAN (Structured cabling), CCTV etc to appropriate scales as applicable BCR; 2020 (R 11) • Mechanical Engineering Installation Plans; Water supply & reticulation, water storage, ventilation & air-conditioning, drainage, firefighting etc to appropriate scales as applicable. BCR; 2020 (R 12) • General requirements, Excavations, Landscaping, Unconventional materials/ methods (R 16); Unstable slopes/ soils as required.
	APPROVING AUTHORITIES (District/ Urban Building Committees)	

(iii)	<ul style="list-style-type: none"> • Relevant Building control codes/ Regulations/ guidelines for Various planning zones (Refer to BCA; 2013; BCR; 2020) • Appointment of appropriate officials to serve as BCO/ Asst BCO roles • Check for compliance/appointment of project team for design & construction supervision as per BCA; 20013 & BCR; 2020.. • Check for compliance of designs submitted by construction professionals as per BCA; 20013 & BCR; 2020.. 	<ul style="list-style-type: none"> • Appointment of BCO & Asst BCO (R 18) including qualifications/ reporting requirements. • BCA, 2013: Appointment of the District/ Urban Building Control Officer (BCO) by the respective District Service Commissions in required numbers to carry out the functions of this Act (S 32); Functions of the BCO including; to make recommendations to the BC in relation to Building Plans, Specifications of building material s7 workmanship; forward copies of applications for minor works; to inspect erection/ demolition of any building (S 33). • Building Control Act; 2013; Part VI – Control of Building Operations incl. Section 35 (Application for Building Permit; Section 39: Permits for minor building works incl. application format & sketch plans as required. • BCR; 2020/ PART III – CONTROL OF BUILDING OPERATIONS (R 5; Engagement of Professionals); Design & Supervision by Professionals (R 6); Classification of Developments (R 8); • Building Control Regulations; 2020 – PART III – CONTROL OF BUILDING OPERATIONS; Application for Building Permit for Minor Building works (R 19) & for Temporary Building Operations (R 20); Application for building permit for residential / commercial building operations (R 21); Application for Building permit for complex structures or public building operations (R 22); Receipt of Applications for Building permits (R 23); Notification of approval, deferral, rejection (R 24); Revocation of building permit (R 25) & Preliminary building permit enquiries by Owner/ Developer (R 26).
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D Stage 3: Project Execution (Construction + Defects Correction; Completion).

Stakeholders Responsibilities & Duty of Care

ACTIVITIES & RESPONSIBILITIES		DUTY OF CARE
(i)	Client/ Developer/ Users/ Project Funders	
	<ul style="list-style-type: none"> Appointment/ Contracting of relevant supervising professionals as required for the project & as provided in the relevant laws. Appointment of a qualified, registered & competent contractor. Notify the respective building committee of commencement of construction works 	<ul style="list-style-type: none"> To check the registration status of the professionals To check the registration/ compliance status of the appointed contractor/ sub-contractor. To abide by the approved designs and accepted building standards. Permit the project professionals to operate as required (provide evidence of involvement/ presence of the supervision professionals). Permit the contractor to perform as per approved designs & standards..
(ii)	Design/ Construction Professionals (Architects; Engineers, Surveyors etc)	
	<ul style="list-style-type: none"> Construction supervision & contract Management Provide technical guidance to contractors/ sub-contractors as provided under terms of appointment Commissioning of Materials Tests & approval of samples as required by relevant standards. Project reporting to the client as required under terms of appointment. Project reporting to Approving authorities/ Building Control Officer (<i>includes invitations for regular inspections</i>). 	<ul style="list-style-type: none"> Display reasonable skill & care in conducting their work (<i>Relevant professional input pertaining to the nature of the project</i>). Includes allocating & deploying adequate/ relevant resources to the project as required under the terms of appointment (<i>Architects; Engineers; surveyors; HSSE professionals; Clerks of works etc</i>). Assist the client in identifying competent contractors as provided in terms of appointment. Ensure contractors' deployment of required technical & managerial expertise Ensure that the contractor is observing proper construction methods and procedures
(iii)	Contractors/Sub-contractors/ Suppliers/	
	<ul style="list-style-type: none"> Project Execution/ Construction including installation & commissioning of all specialist equipment as per the approved designs. TO carry out required Materials Tests, test on installations & submission of samples for approval as required by the contract (relevant standards). 	<ul style="list-style-type: none"> Provide reasonable- skill & care to ensure works are executed in compliance with the approved designs & construction standards. Deployment of competent personnel at all times (including site management personnel) as required by the bye-laws. Provide relevant site Health, Safety & Security & Environmental (HSSE) management during construction. Timely Completion & handover of facilities to the developer/ users Ensure properly Registration with relevant regulatory bodies Provide all relevant Project details at all times as required by the bye-laws.
(iv)	Approving Authorities (District & Urban Authorities)	
	<ul style="list-style-type: none"> Monitoring of site works for compliance with relevant laws Provide relevant guidelines for approval of allowable changes during construction. 	<ul style="list-style-type: none"> Regular inspections by competent personnel (Building Control Officers) during construction.

Compliance Check-List & Relevant Codes/ Legislation

	COMPLIANCE CHECK-LIST	RELEVANT CODES & REGULATIONS
	Construction + DLP Stage	
(i)	DEVELOPERS/ OWNERS	
	Appointing the appropriate team <ul style="list-style-type: none"> - Appointment letter / contract or terms of engagement of relevant professionals. - Ensure that all professionals are duly registered & Licensed to practice (<i>Registration number & Practicing Certificates as issued by professional regulatory body</i>) - Cross-check with professional bodies through local Authorities - Owner to employ registered professionals (Architect, Structural Engineer, Surveyor, Mechanical and Electrical Engineers) for purposes of architectural and engineering designs, and building operation respectively and Health and Safety Expert on site throughout the construction of a building operation. • Building Permit • Selection & contracting of qualified Contractors/ subcontractors. Developers to provide details of registration status of contractors (incl. <i>Trading License; NBRB registration, etc</i>). 	<ul style="list-style-type: none"> • Architects Registration Act; Cap. 269 (Part III - Registration of Architects; Part VI - Miscellaneous Provisions incl. S 30; Inspection of Architects' Offices; S 31: Professional Ethics for Architects; S 34; Byelaws (for the practice of architecture); S 35; Regulations; S 37; Offences & Penalties for offences/ breaches of the Act). • Architects Registration (Conditions of Engagement & Scale of Fees) Bye-laws; 2009 [Statutory Instrument 2009 No. 61] for appointment/ engagement of architects incl. Part 1: General Conditions of Engagement including Remuneration; engagement of other consultants, responsibilities, inspections etc; Part 2: Definition of Normal Services (of an architect); Work stages etc.; Part 3: Fees for Normal Services. Classification of Buildings (for purposes of defining fees chargeable); Part 4: Other services normally provided by architects; Part 5: Time-charges (alternative format for determining fees chargeable); Appendix: Draft Memorandum of Agreement for engagement of architects.
		<ul style="list-style-type: none"> • Engineers Registration Act 1969 (Ch 271); PART IV —REGISTRATION OF ENGINEERS: Register of engineers (S 17); Publication of the engineers register (S 18); Prima facie evidence of registration (S 19); Qualifications for registration (S 20); Temporary registration (S 21); Deletion/ Restoration to the register (S 22, 23).

		<ul style="list-style-type: none"> • Engineers Scale of Fees (2015) & Terms of engagement including rates for engineering services & description/ guidelines for the Level of engineering services & responsibility Levels for different categories of engineering professionals (P; 4); Scope of normal services provided by engineering personnel (P5). • Surveyors Registration Act 1974 (Ch 275); including Register of Surveyors (Section 11); Publication of the surveyors register (S 12 - 13); evidence of registration (S 14); Qualifications for registration of surveyors (S 15); Temporary registration (S 16); Issue/ refusal of practicing certificates (S 19 & 20); Misconduct/ disciplining of registered surveyors (S 21 -25)
	Notify the respective building committee of commencement of construction works	<ul style="list-style-type: none"> • Building Control Act; 2013; Part VI – Control of Building Operations incl. S 35 (Application for Building Permit: Application of a building Permit; Proof of Ownership of the land for development; Registration details for the Architect; Copies of building plans as prescribed by the regulations); S 39: Permits for minor building works • Building Control Regulations ; 2020/ PART III – CONTROL OF BUILDING OPERATIONS (R 5; Engagement of Professionals by BC); Design & Supervision by Professionals (R 6); Classification of Developments (R 8); • Building Control Regulations; 2020 – PART III – CONTROL OF BUILDING OPERATIONS; Application for Building Permit for Minor Building works (R 19) & for Temporary Building Operations (R 20); Application for building permit for residential / commercial building operations (R 21); for complex structures or public building operations (R 22); etc • (R 27);
(ii)	<u>CONSTRUCTION PROFESSIONALS</u>	

	<p>Provide Project Particulars as required for obtaining a building permit for residential/ commercial building operations including;</p> <ul style="list-style-type: none"> ▪ Proof of Building Permit. (Copies of permits) ▪ NEMA certificate of approval (ESIA approval). ▪ Relevant letter of approval from department of OSH (for specific installations & compliance with building Accessibility standards as required). ▪ Excavation permits 	<ul style="list-style-type: none"> • Building Control Act; 2013; Part VI – Control of Building Operations incl. Section 35 (Application for Building Permit): Application of a building Permit; Proof of Ownership of the land for development; Registration details for the Architect; Copies of building plans as prescribed by the regulations); Section 39: Permits for minor building works incl. application format & sketch plans as required. • Building Control Regulations; 2020 – PART III – CONTROL OF BUILDING OPERATIONS; Application for Building Permit for Minor Building works (R 19) & for Temporary Building Operations (R 20); Application for building permit for residential / commercial building operations (R 21); for complex structures or public building operations (R 22); • The National Building (Building Standards) Code; 2019: PART II- BUILDING SITES (P 4; Siting of Buildings -21); PART III – DESIGN & PLANNING OF BUILDINGS (P 22 – 117); PART IV – BUILDING MATERIALS (P 118); Environmental/ Energy efficiency standards; etc • The Building Control (Accessibility Standards for PWD's) Code; 2019; PART II – GENERAL STANDARDS; PART III – SANITARY FACILITIES; PART IV – MISCELLANEOUS. • The National Building (Standards for Electrical Installations in Buildings) Code; 2019; PART II – DESIGNS; PART III – METHODS OF INSTALLATION; PART IV – SOLAR PHOTOVOLTAIC POWER SUPPLY, MODULES & BATTERIES; • The National Building (Standards for Mechanical Installations in Buildings) Code; 2019; PART II DOMESTIC WATER SUPPLY & DISTRIBUTION; PART III – SANITARY FITMENTS, PLUMBING & DRAINAGE WORKS; PART IV – HVAC; PART V – FIRE SAFETY; PART VI – LIFTS.
	<p>Details of Project Team assigned to the project (Architects, Engineers; Surveyors; HSSE etc as</p>	<ul style="list-style-type: none"> • Building Control Regulations ; 2020/ PART III – CONTROL OF BUILDING OPERATIONS (Section 5; Engagement of Professionals by BC); Design & Supervision by

<p>required – Should be Duly registered/Licensed)</p> <ul style="list-style-type: none"> ▪ Relevant work experience (General & specific experience in relation to the project). ▪ Adequate resources (human & equipment) ▪ Periodic Reports ▪ Tests Results & reports (Relevant Quality checks) ▪ Minutes of site meetings/ site instructions/ attendance in meetings (evidence of involvement in supervision of the works) ▪ Onsite Inspection reports by Building Control Officer (BCO) ▪ Submit regular progress reports to Building Committee (BC) ▪ Mechanical installations' reports 	<p>Professionals (Section 6); Classification of Building Developments (Section 8);</p> <ul style="list-style-type: none"> • Architects Registration (Conditions of Engagement & Scale of Fees) Bye-laws; 2009 [Statutory Instrument 2009 No. 61] for appointment/ engagement of architects incl. Part 1: General Conditions of Engagement including Remuneration; engagement of other consultants, responsibilities, inspections etc; Part 2: Definition of Normal Services (of an architect); including Work stages and expected outputs for each stage (<i>particularly Part F; Building Construction</i>). • SIGNBOARD Regulations BCR; R 29 (1-5); The Architects Registration (Signboard & Project License Plates), Bye-law 2019.
<ul style="list-style-type: none"> ➤ All Designs/ Installations & site works to comply with applicable Building Standards & Codes namely The National Building (Building Standards) Code; 2019; The Building Control (Accessibility Standards for PWD's) Code; 2019; The National Building (Standards for Electrical Installations in Buildings) Code; 2019; The National Building (Standards for Mechanical Installations in Buildings) Code; 2019; ➤ All materials used for mechanical installations should have satisfactory certificates of test issued by UNBS ➤ Source of materials should be from UNBS certified manufacturers ➤ Domestic water supply and distribution; 	<ul style="list-style-type: none"> • The National Building (Building Standards) Code; 2019: PART II- BUILDING SITES (Section 4; Siting of Buildings -21); PART III – DESIGN & PLANNING OF BUILDINGS (Section 22 – 117); PART IV – BUILDING MATERIALS (Section 118; General Requirements -137); Environmental/ Energy efficiency standards; etc • The Building Control (Accessibility Standards for PWD's) Code; 2019; PART II – GENERAL STANDARDS; PART III – SANITARY FACILITIES; PART IV – MISCELLANEOUS. • The National Building (Standards for Electrical Installations in Buildings) Code; 2019; PART II – DESIGNS; PART III – METHODS OF INSTALLATION; PART IV SOLAR PHOTOVOLTAIC POWER SUPPLY, MODULES & BATTERES; • The National Building (Standards for Mechanical Installations in Buildings) Code; 2019; PART II DOMESTIC WATER SUPPLY & DISTRIBUTION; PART III – SANITARY FITMENTS , PLUMBING &

<ul style="list-style-type: none"> • <i>Inspection reports</i> • <i>Interim test reports (Paragraph 23)</i> ➤ Sanitary fitments, plumbing and drainage works; <ul style="list-style-type: none"> • <i>Inspection and test report by NWSC (Paragraph 85)</i> ➤ Heating ventilation and air conditioning, if applicable <ul style="list-style-type: none"> • <i>Inspection report</i> ➤ Fire safety if applicable; and <ul style="list-style-type: none"> • <i>Inspection and test report (Paragraph 144)</i> ➤ Lifts, where applicable shall comply with National Building (Standards for Mech. Installations in Buildings) Code, 2019. <p><i>Inspection report (Paragraph 146 (1</i></p>	<p>DRAINAGE WORKS; PART IV – HVAC; PART V – FIRE SAFETY; PART VI – LIFTS.</p> <ul style="list-style-type: none"> • UNBS relevant standards •
<p>Inspection Procedures and test reports to comply with relevant codes on inspection & standards for approved building works;</p> <p><i>Electrical Engineers shall ensure contractors carry out tests on installed systems and results comply with relevant NBC (Standards for Electrical Installations in Buildings) Code, 2019 SI N.58 standards as highlighted below:</i></p> <ul style="list-style-type: none"> ● <i>Requirements for safety, Para 7-13</i> ● <i>Wiring and wiring accessories, Para 14-22</i> ● <i>Underground cables, Para 23-32</i> ● <i>Consumer mains, Para 33-35</i> ● <i>Lighting, Para 36-38</i> ● <i>Photovoltaic (PV) Modules, Para 39-49</i> ● <i>Design data, Para 50-58</i> • <i>Wiring methods and cables, Para 59-68</i> 	<ul style="list-style-type: none"> • Liability for causing accidents on construction sites (Section 45); Any person whose negligence, commission or omission causes or leads to the occurrence of an accident resulting in death/ injury or destruction of property commits an offence & is liable to sanctions as prescribed in the Act. <i>Breach of contract, Failure to comply with stipulated building procedures/standards; professional negligence; failure to provide insurance cover for workers; non-compliance with the Act/regulations.</i>

	<ul style="list-style-type: none"> Refer to Inspection Booklet 	
(iii)	<p><u>CONTRACTORS/ SUB-CONTRACTORS</u></p> <p>Project Particulars including</p> <ul style="list-style-type: none"> Construction Contract from Developer including legal details of the entity, details of relevant/appropriate technical personnel assigned to the project; work method statements; evidence of insurances for the works, workers compensation & equipment as required. Building Permits as required for commencement of construction; including Hoarding permit; Excavation permit; signboards & other compliance requirements. Signboard indicating all project details as required in the BCR; 2020. Contractor's Particulars including; <ul style="list-style-type: none"> Relevant Registration Certificates from URSB/ NBRB as required for the nature of project being executed. Contractors Team/ Personnel (Organogram) including Managerial & Technical Teams – check for compliance requirements including registration with relevant professional bodies (Both for individuals + Firms as required). Maintain record on site/ should be available for inspection at all times./ Contractor should have an officer in charge of the site (answerable) at all times. Technical Resources (Equipment; props such 	<p>➤</p> <ul style="list-style-type: none"> The Building Control Regulations; 2020: PART III – CONTROL OF BUILDING OPERATIONS (R 29; Site Operations) including requirements for a project signboard with owners details, project title, persons with overall responsibility for the site operations, architects, engineers & surveyors responsible for the site operations etc. PART IV– GENERAL (R 36; Inspections by BCO); R 37; Appeals by aggrieved persons); (R 39; Deviation from approved plans); (R 40; Non-compliant building operations); R 42; General Offenses & penalties for deviation/ breaches of the Act including erecting the works in contravention of the regulations; failure to provide workers insurance as required by the Workers Compensation Act, 2006; Causing alteration of plans without due process/ approval; Causes injury/ death under the WCA; 2006. Remedial action required on defective buildings (R 41; Clause 1-4) including where the operation is dangerous to life/ property or the building is in disrepair/ dilapidated; earthwork on which a building operation is carried out is dangerous or shows signs of becoming dangerous to life/ property. Prohibition of defective materials & building methods (R 42; Clause 1-3); Liability for causing accidents on construction sites (R 45); Any person whose negligence, commission or omission causes or leads to the occurrence of an accident resulting in death/ injury or destruction of property commits an offence & is liable to sanctions as prescribed in the Act. <i>Breach of contract, Failure to comply with stipulated building procedures/standards; professional negligence; failure to provide insurance</i>

	<p>as scaffolding etc) as relevant for the nature of project.</p> <ul style="list-style-type: none"> ○ Contractors' Work Method statement as relevant for the nature of works being executed. 	<p><i>cover for workers; non-compliance with the Act/regulations.</i></p>
	<p>Contractors Site Operations/ Management – Site Office (with all relevant project information); Site layout for working areas ; Site instructions books; Inspection reports; Visitors books; Safety measures (reporting, fire assembly points); Site attendance records; materials storage; security etc</p> <p>HSSE Management as relevant for the nature of works– Site hoarding; delivery/disposal of materials & debris; site safety measures including PPE, Warning signs, working at heights, excavations etc.</p>	<ul style="list-style-type: none"> • The Building Control Regulations; 2020: PART III – CONTORL OF BUILDING OPERATIONS (R 29; Site Operations; R 30; Temporary Builders Shed; R 31; Temporary sanitary facilities; R 32; Excavations & Measure for stability of the site). •
	<ul style="list-style-type: none"> • Domestic water supply and distribution; • Inspection reports • Interim test reports (Paragraph 23) • Sanitary fitments, plumbing and drainage works; ○ Inspection and test reports by Mech. Eng. • Heating ventilation and air conditioning if applicable ○ Inspection and test reports by Mech. Eng. • Installation of fire safety system (Paragraph 118 & 122) Inspection and installation reports by the Mech. Eng. • Fire safety if applicable; and 	

<ul style="list-style-type: none"> • Inspection, test and commissioning reports (Paragraph 144) by Mech. Eng. • Lifts, where applicable shall comply with National Building (Standards for Mech. Installations in Buildings) Code, 2019. • Inspection installation and commissioning report by Mech. Eng. (Paragraph 146 (1)) <p>➤ <i>Inspection and test reports: Contractors to carry out tests on installed systems and results comply with relevant NBC (Standards for Electrical Installations in Buildings) Code, 2019 SI N.58 standards as specified below:</i></p> <ul style="list-style-type: none"> ● <i>Requirements for safety, Para 7-13</i> ● <i>Wiring and wiring accessories, Para 14-22</i> ● <i>Underground cables, Para 23-32</i> ● <i>Consumer mains, Para 33-35</i> ● <i>Lighting, Para 36-38</i> ● <i>Photovoltaic (PV) Modules, Para 39-49</i> ● <i>Design data, Para 50-58</i> ● <i>Wiring methods and cables, Para 59-68</i> 	
<u>APPROVING AUTHORITIES</u>	
<ul style="list-style-type: none"> • Site Inspection methodology/ Checklist for key compliance issues. <ul style="list-style-type: none"> ○ Relevant order forms (action forms for compliance eg Stop order/ penalty notice). ○ Quality & source of Materials & Quality of the works – Evidence of Tests Results (Structural; Mechanical; Electrical etc as required for the nature of works) ; duly checked by relevant supervisors 	<p>Enforcement measures by Building Committee (BC) including stop orders; remedial action on defective building; prohibition of defective materials & building methods; BCO right of entry/ inspection; Liability for accidents on site</p> <ul style="list-style-type: none"> • Prohibition of Building Operations without a permit (Section 34; Clause 1 & 2). • Orders from BC to stop building operations (Section 40; Clause 1-3) including grounds for stop orders; • Orders from BC requiring remedial action on defective buildings (Section 41; Clause 1-4) including where the operation is dangerous to life/ property or the building

		<p>is in disrepair/ dilapidated; prohibition of defective materials & building methods (Section 42; Clause 1-3);</p> <ul style="list-style-type: none"> • Right of entry/ inspection by BCO (Section 43; Clause 1-4); Liability for accidents on site including breach of contract, failure to comply with standards, professional negligence etc (Section 45; Clause 1-2); Tests/ inspections conducted by BCO on any ongoing building operation.
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E Stage 4: Project Commissioning (Occupation; Utilization; de-commissioning).

Stakeholders Responsibilities & Duty of Care

ACTIVITIES & RESPONSIBILITIES		DUTY OF CARE
(i)	Client/ Developer/ Users	
	<ul style="list-style-type: none"> Takeover/ Occupation of completed works Discharge of professionals contracts including payment of all dues/ fees. Discharge of Contractors contract including payment of all dues/ fees. 	<ul style="list-style-type: none"> Ensure all required documentation for occupation is provided by the project team (As-built drawings, reports from professionals/ contractors).
(ii)	Design/ Construction Professionals (Architects; Engineers, Surveyors etc)	
	<ul style="list-style-type: none"> Handover of Completed Facilities Approval of Payments; Discharge of contractors contracts etc Submit all information/ documentation required to secure occupation (Application for occupation permit; fire approval; lifts approval etc). 	<ul style="list-style-type: none"> Ensure submission of all relevant information for acquisition of occupation permits including ... As-built architectural drawings As-built Structural drawings. Final tests Mech. Eng. shall ensure Contractor prepares sets of all "as built" mechanical engineering drawings as applicable. Mech. Eng. shall prepare certificate of fitness of the mechanical installations (domestic water supply and distribution, sanitary fitments, plumbing and drainage works, heating ventilation and air conditioning, fire safety systems and lifts) where applicable and handed over to the building owner. Electrical Engineer shall ensure contractor prepares sets of all "as built" electrical engineering installations drawings as applicable Electrical Engineer shall prepare certificate of fitness of the electrical installations (requirements for safety, wiring and wiring accessories, underground cables, consumer mains, lighting, photovoltaic (PV) modules and ICT infrastructure) where applicable and hand over to the building owner
(iii)	Contractors/Sub-contractors/ Suppliers/	
	<ul style="list-style-type: none"> Project Execution/ Construction including installation & commissioning of all specialist equipment as per the approved designs. TO carry out required Materials Tests, test on installations & submission of samples for approval as required by the contract (relevant standards). 	<ul style="list-style-type: none"> Provide reasonable- skill & care to ensure works are compliant with the approved designs & construction standards. Deployment of competent personnel as required. Provide relevant site Health, Safety & Security & Environmental (HSSE) management during construction. Timely Completion & handover of facilities to the developer/ users Provide relevant Registration details as required for regulation of contractors (NBRB) Provide Project details including client/ developers details, contractors own personnel in charge of the site, source of materials, test results, workers daily roster, details of work-methods etc.
(iv)	Approving authorities (Urban/ District authorities; Fire Department; Min of Gender,/ Labour for Lifts, Disability Access)	
	<ul style="list-style-type: none"> Inspection of completed works; issuing of occupation permit 	<ul style="list-style-type: none"> Provide Clear Procedures for acquiring Occupation Permits including process for making/ incorporating changes to the designs. Personnel for inspection of the completed works (BCO's).

Compliance Check-List & Relevant Codes/ Legislation

COMPLIANCE CHECK-LIST		RELEVANT CODES & REGULATIONS
(Handover; Occupation; Utilization; de-commissioning)		
(i)	HANDOVER & OCCUPATION	
	<p>Developer: Application for an Occupation Permit; Upon completion of a building operation the owner of the building shall notify the BC of practical completion & apply for an occupation permit;</p> <ul style="list-style-type: none"> Domestic water supply and distribution; Inspection reports by NWSC Final test reports (Paragraph 23) Sanitary fitments, plumbing and drainage works; Inspection and final test report and connection by NWSC (Paragraph 85) Heating ventilation and air conditioning. Inspection and commissioning reports or certificates if applicable Fire safety Inspection and commissioning test reports/certificates by Fire Dept (Paragraph 144) Lifts, where applicable Inspection and commissioning reports/certificates by relevant Authority (i.e. Min. of Gender, Labour and Social Development As built mechanical drawings Certificate of fitness of the mechanical installations Inspection reports for mechanical installations Earthing shall conform to the IEE Wiring Regulations (Para 34(13)) Electrical installation tests shall be conducted in 	<ul style="list-style-type: none"> BCA; 2013: Section 44 – Occupation Permit; Procedures for acquisition of an Occupation Permit on practical completion of the building operation including notifying the BC of practical completion of the building; application for an occupation permit; response of the BC within 14 days – (S 44; Clause 1-5) Additional Regulations may be made regarding the following: Content of Building Plans & other documents required for approvals (S 52; Clause 2e); Fees for permits/ services rendered under the Act (S 52; Clause 2f); Forms & Procedures for application for Building Permits, Occupation Permits etc (S 52; Clause 2g); NBC (Building Standards); 2019 : 235- 244 BCR, 2020.S.I. No. 3, Paragraph 34 (2) NBC, 2019 S.I. No. 51, Paragraph 119 (110& (2) NBC, 2019 S.I No. 51, Paragraph 51 (1) & (3) for lifts NBC (Standards for Electrical Installations in Buildings) Code, 2019 SI N.58 <i>Building Control Officer shall carry out inspection of electrical installations as specified in National Building (Building Standards) Code, 2019 SI No. 51 Para 241.</i> <i>National Building (Building Standards) Code, 2019 SI No 51</i>

	<p>compliance with provisions in Para 37&55</p> <ul style="list-style-type: none"> ICT infrastructure shall comply with provisions given in Para 68 	
	<p>LIFE-CYCLE OF THE BUILDING (including periodic Maintenance & remedial Action)</p> <ul style="list-style-type: none"> Responsibility for Inspection & Enforcement; BC/ BCO Responsibility for Maintenance & remedial action; Building Owner 	<ul style="list-style-type: none"> Remedial action required on defective buildings (S 41; Clause 1-4) including where a building is in a state of disrepair, dilapidated or a building operation is dangerous to life/ property or the building is in disrepair/ dilapidated; prohibition of defective materials & building methods (S 42; Clause 1-3); NBC (Building Standards); 2019 : 235- 244
	<p>Modification, renovation</p> <ul style="list-style-type: none"> Application for permit for any Building Operation including major/ minor renovation or modification of an existing building. 	<ul style="list-style-type: none"> Building Control Act; 2013; Part VI – Control of Building Operations incl. Section 35 (Application for Building Permit): Application of a building Permit; Proof of Ownership of the land for development; Registration details for the Architect; Copies of building plans as prescribed by the regulations); S 39: Permits for minor building works incl. application format & sketch plans as required. Building Control Regulations; 2020 – PART III – CONTOL OF BUILING OPERATIONS; Application for Building Permit for Minor Building works (R 19) & for Temporary Building Operations (R 20); Application for building permit for residential / commercial building operations (R 21); Application for Building permit for complex structures or public building operations (R 22); Receipt of Applications for Building permits (R 23);
	<p>Transition period between old legislation & coming into force of the BCA; 2013 including the Effect on existing law and on buildings approved & constructed under previous laws.</p> <ul style="list-style-type: none"> Prior Approval of building operation under previous legislation. 	<ul style="list-style-type: none"> Retrospective approval/ rejection of approval of plans under previous bye-laws (R 54; Clause 1-4). Applications for building permits/ occupation permits submitted under previous laws shall be considered as having been made under this Act and subject to the Act shall be deemed to have been issued under this Act (R 54; Clause 3 & 4).

		<ul style="list-style-type: none"> ▪ BCA 2013 to take precedence over any previous bye-laws relating to building operations including <i>Public Health (Building) Rules: Chapter 281; Town & Country Planning Act; Cap 246; Town & Country Planning Regulations, etc (R 55; Clause 1&2).</i> ▪ BCA; 2013 (PART I- PRELIMINARY; Section 2 Interpretations): “<i>Building Operation</i>” means any act done in relation to – erection of a building; demolition of a building; any temporary work on a permanent building; plumbing; drainage; repairs, renovation, alterations and extension of a building; erosion control works; the installation of utilities including electricity, water & gas. • Building Control Act; 2013; Part VI – Control of Building Operations incl. Section 35 (Application for Building Permit: A person who intends to carry out a “building operations” shall apply to the building committee in the area of the proposed development <ul style="list-style-type: none"> ○ Application of a building Permit; Proof of Ownership of the land for development; Registration details for the Architect; Copies of building plans as prescribed by the regulations); S 39: Permits for minor building works incl. application format & sketch plans as required.
	DEMOLITION/ DE-COMMISSIONING	<ul style="list-style-type: none"> • BCA; 2013 (PART I- PRELIMINARY; Section 2 Interpretations): “<i>Building Operation</i>” means any act done in relation to – erection of a building; demolition of a building; any temporary work on a permanent building; plumbing; drainage; repairs, renovation, alterations and extension of a building; erosion control works; the installation of utilities including electricity, water & gas. • Building Control Act; 2013; Part VI – Control of Building Operations incl. S 35 (Application for Building Permit: A person who intends to carry out a “building operations” shall apply to the building committee in the area of the proposed development <ul style="list-style-type: none"> ○ Application of a building Permit; Proof of Ownership of the land for

		development; Registration details for the Architect; Copies of building plans as prescribed by the regulations); S 39: <i>Permits for minor building works</i> incl. application format & sketch plans as required.
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NOTES 1:

- Provide mechanism for Registration & categorization of contractors for various projects. (Ref: Kenyan Document; National Construction Authority Act; 2011)
- **To Note:** *(The composition of Building Committee, the officer responsible for engineering is usually is a civil engineer and does not have expertise in electrical and mechanical engineering – therefore there is need to have electrical and mechanical engineers to scrutinize electrical and mechanical engineering drawings respectively and advise the officer responsible for engineering accordingly).*
- Contractors' Work Method statement is relevant for the nature of works being executed. (refer to Accident reports; Kansanga/ Entebbe etc)

REFERENCES:

- The Building Control Act; 2013
- BUILDING CONTROL REGULATIONS; 2020 (Statutory Instrument No. 3)
- National Building Codes for Mechanical, Electrical Installation & Accessibility Standards
- Physical Planning Act; 2010
- Architects' Registration Act, Cap. 269
- Engineers' Registration Act, Cap. 271
- Surveyors Registration Act, Cap. 275
- Etc

NOTES 2:

Convention for naming of Clauses:

1. *Act: use 'S' - for Section, eg 'S10'*
2. *Regulations: use 'R' - for Regulation, eg 'R15'*
3. *Codes: us 'P' - for Paragraph, eg 'P20 - NBS' (National Building standard)*

To specify the Code, use 'P' - then discipline. Eg (P25- NBS for Electrical Installations) or (P25- NBS for Mechanical Installations) or (P25- NB Accessibility for PWDs), etc

APPENDIX 2: SUMMARY PRACTICE NOTES



2nd floor Southwing Rume
Plot 19 Lumumba Avenue,
Nakasero Kampala, Uganda



P.O Box 7349, Kampala



Hotline: 0800 220746
Tel no. 0312421600



info@nbrb.go.ug

