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More detailed requirements for construction documentation and construction documents, and requirements for the storage and transfer of construction documents

Adopted on 13.12.2018 No. 72
RT I, 19.12.2018, 3
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The regulation is established on the basis of subsection 10 (5) of the Land Improvement Act .

§ 1. Scope

The regulation establishes more detailed requirements for the documentation of the construction of a land improvement system or part thereof (hereinafter *land improvement system*) and the construction documents specified in clauses 1–5 of subsection 10 (2) of the Land Improvement Act, as well as the requirements for the storage and transfer of construction documents.

§ 2. More detailed requirements for construction documentation

(1) The work performed during construction shall be documented by the builder of the land improvement system. If there are several builders, the main builder shall document the construction and shall be responsible for the documentation obligations of the other builders.

(2) Construction documents shall be systematized and grouped in chronological order. The pages of a document drawn up on several pages shall be numbered.

(3) The document certifying the conformity of the construction materials and products used and the relevant instructions attached thereto shall be placed in the construction work log after the section on the construction materials and products used.

(4) Minutes of the construction-related work meeting shall be taken and the minutes shall be placed in the construction work log after the owner supervision requirements section.

(5) The protocol of state supervision carried out during construction shall be added to the construction work log after the section on state supervision requirements.

(6) A photograph taken of the covered work shall be attached to the relevant covered work act (hereinafter *act*).
[RT I, 21.05.2021, 12 - entry into force 24.05.2021]

(7) Construction documents are available to the owner of the building and the relevant person at the construction site or in real time via a data communication network.

(8) When submitting a construction work log, a certificate, a document certifying the conformity of the construction materials and products used, marking data of the land improvement system, a presentation of an implementation drawing or other document describing the construction digitally, the requirements set out in § 3 and § 13 subsection 6 of Regulation No. 3 of the Minister of Economic Affairs and Infrastructure of 14 February 2020 "Requirements for the documentation of construction, the preservation and transfer of construction documents and the requirements for the maintenance manual, its preservation and transfer" (hereinafter *Regulation No. 3*) shall apply to the said document.
[RT I, 21.05.2021, 12 - entry into force 24.05.2021]

(9) In the case of digital submission of an implementation drawing, if it is a plan, it shall be submitted as spatial data in vector form in the L-EST97 planar rectangular coordinate system provided for in § 6 of Regulation No. 64 of the Minister of the Environment of 26 October 2011 "Geodetic System" and in a presentation format to which the requirements specified in subsection 8 apply.

(10) In the case of construction of land improvement systems that are adjacent to each other and designed on the basis of the same construction project or located in the same area of operation of a land improvement cooperative, the construction work log may be drawn up as a single document for each land improvement system.

§ 3. Requirements for construction work log

(1) A construction work diary is a document that reflects data on construction, changes to the construction project, construction materials and products used, and owner supervision and state supervision. The construction work diary is prepared on paper or digitally.

(2) The construction work diary consists of a title page of the construction work diary prepared in accordance with the form provided in Appendix 1 and the following parts:

- 1) construction materials and products used and the relevant instructions accompanying them;
- 2) construction work;
- 3) changes to the construction project;
- 4) owner supervision requirements;
- 5) minutes of the construction-related work meeting;
- 6) state supervision requirements;
- 7) state supervision protocol;

- 8) inspection of a section of the longitudinal land improvement system;
- 9) inspection of a section of the land improvement system;
- 10) inspection of a culvert.

(3) The parts of the construction work log specified in clauses 1–4 of subsection 2 and subsections 6, 9 and 10 shall be prepared in accordance with the forms set out in Annex 2 and may be supplemented if necessary.

(4) The work manager fills in the "Construction works" section of the construction work diary by construction work, by date.

(5) In the case of checking the headwater of a land improvement system with a longitudinal profile, the basis shall be the longitudinal profile of the headwater prepared pursuant to a regulation of the minister responsible for the area established pursuant to subsection 16 (4) of the Land Improvement Act, on which the following data shall be entered by picket:

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- 1) the height of the constructed bottom;
- 2) the difference from the design.

(6) In the case of inspection of a road serving a land improvement system with a longitudinal profile, the longitudinal profile of the road prepared on the basis of the regulation specified in subsection 5 shall be taken as the basis, on which the following data shall be entered by picket:

- 1) for each road surface material, the name of the road surface material and the layer thickness on the road axis;
- 2) the location of the reinforcement material installed on the road embankment.

(7) The responsible specialist who carried out the owner supervision shall add an assessment of the inspection results, his/her name, signature and date to the supplemented longitudinal profiles of the headwaters and service roads of the designed land improvement system.

(8) Construction work data shall be entered in the construction work logbook immediately, but not later than five days after the completion of the work, and in the case of covered work also before the preparation of the report.

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(9) The specialist responsible for the land improvement construction area who meets the requirements of § 36 of the Land Improvement Act and the specialist responsible for the owner supervision shall sign the title page of the construction work log if it is submitted on paper or the construction work log if it is submitted digitally.

(10) The requirements set out in subsection 9(1) and subsection 2(1)–(3) of Regulation No. 3 shall apply to the minutes of a working meeting related to construction. The minutes of the working meeting shall be signed by the builder, the responsible specialist who has carried out the owner's supervision and the owner of the land improvement system.

[RT I, 21.05.2021, 12 - entry into force 24.05.2021]

§ 4. Requirements for the act

[RT I, 21.05.2021, 12 - entry into force 24.05.2021]

(1) The builder shall prepare a report in accordance with the form set out in Annex 3 for the covered works, which may be supplemented if necessary. The report shall include information on the land improvement system, the builder, the person performing the owner's supervision, the results of the control measurements, the assessment of the work manager and the responsible specialist who performed the owner's supervision, and other information specified in Annex 3.

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(2) A deed shall be prepared for that part of the land improvement system which will be covered by another part of the land improvement system, material or soil during the next construction stage, as a result of which it is not possible to inspect the said part of the land improvement system later with reasonable effort and expense. Among other things, the following shall be considered covered work:

- 1) construction of drainage pipelines;
- 2) construction of culvert pipelines;
- 3) construction of road embankments;
- 4) installation of geotextiles;
- 5) installation of drain filters.

(3) The work manager shall confirm with his signature the compliance of the part of the land improvement system with the requirements in the act. The responsible specialist who has carried out the owner's supervision shall confirm with his signature the compliance of the part of the land improvement system with the requirements based on the data from the inspection or control measurements of the part of the land improvement system and grant permission to carry out other work planned in the construction project.

(4) The act shall be prepared on paper or digitally.

(5) The requirements set out in § 4 of Regulation No. 3 shall apply to the photograph attached to the document.

[RT I, 21.05.2021, 12 - entry into force 24.05.2021]

§ 5. Requirements for submitting the results of a mandatory audit of a device

[RT I, 21.05.2021, 12 - entry into force 24.05.2021]

If a mandatory audit device provided for in the Equipment Safety Act is installed or built into a land improvement system under construction, the requirements of legislation established on the basis of clause 4 of subsection 9 of the same Act shall apply to the submission of audit results.

[RT I, 21.05.2021, 12 - entry into force 24.05.2021]

§ 6. Requirements for detailed drawings and marking data for land improvement systems

(1) The builder shall arrange for the preparation of a detailed drawing for the regulating network, headwaters, service road and other parts of the land improvement system that are considered important by the Agricultural and Food Board. The detailed drawing shall

preferably be prepared digitally, in addition to following the instructions published on the website of the Agricultural and Food Board "Instructions for the preparation of a detailed drawing". The accuracy of the detailed drawing shall correspond to the accuracy of the relevant technical drawing of the construction project.

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(1) When preparing a detailed drawing, the symbols provided in the standard drawings of land improvement facilities shall be used, and when depicting other situational elements, the symbols provided in the annexes to Regulation No. 34 of the Minister of Economic Affairs and Infrastructure of 14 April 2016 "Requirements for topographic and geodetic surveys and detailed surveying" shall be used.

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(2) The following shall be indicated on the detailed drawing:

- 1) buildings and structures completed or reconstructed as a result of the works;
- 2) the boundary of the land improvement system and land improvement structure on the land area covered by the construction or reconstruction works;
- 3) the code of the land improvement system and the name and code of the land improvement structure or the short designation of the land improvement structure;
- 4) the number and boundary of the cadastral unit;
- 5) the area of the drainage system located on agricultural land;
- 6) the area of the drainage system located on forest land; 7) the area and boundary of the bilateral water regime regulation system located on agricultural land; 8) the area of the irrigation system located on agricultural land; 9) the number, name and location coordinates of the public road with an accuracy of one metre at the intersection of the axis of the said road with a land improvement structure such as a bridge, culvert, dyke or drainage pipeline; 10) the north-south direction indicator; 11) if there is a drainage network, the drainage system number; 12) [repealed - RT I, 21.05.2021, 12 - entry into force 24.05.2021] 13) writing angle.

(3) The following shall be indicated in the margin of the detailed drawing:

- 1) the name of the owner of the land improvement system;
- 2) the name of the detailed drawing;
- 3) the scale of the detailed drawing;
- 4) the name and signature of the work supervisor;
- 5) the name and signature of the responsible specialist who performed the owner's supervision;
- 6) the date of preparation of the detailed drawing.

(4) The representation in the embodiment drawing is surrounded by a frame line.

(5) The marking data of the land improvement system, i.e. the marking scheme and leveling data, shall be prepared by the builder on paper or digitally in accordance with the requirements for the construction of the land improvement system.

(6) Drainage marking data shall be prepared in accordance with the form provided in Appendix 4, which may be supplemented if necessary.

§ 7. Requirements for the preservation and transfer of construction documents

(1) The builder shall deliver the construction documents to the owner of the land improvement system as soon as possible, but no later than 30 days after the completion of the land improvement system.

(2) The construction documents shall be submitted to the Agricultural and Food Board together with the application for a use permit.

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(3) Construction documents shall be archived within five days of the end of the intended use of the land improvement system.

(4) Archived construction documents are preserved for 75 years from the end of the intended use of the land improvement system, and construction drawings are preserved permanently.

§ 8. Entry into force of the Regulation

The regulation will enter into force on January 1, 2019.

Appendix 1 Title page of the construction work diary

[RT I, 04.11.2020, 1 - entry into force 01.01.2021]

Appendix 2 Construction work diary forms

Appendix 3 Covered works act

Appendix 4 Drainage marking sheet