Ⅵ. Guidelines for Supervision Service

1. **Scope of Supervision**
	1. Resposible managers must perform responsible tasks stipulated in relevant laws and regulations.

Design review

* Review of conformity with relevant laws and regulations for construction works, design standards for construction works and construction standards for construction works
* Review the appropriateness of the structure installation type and construction method selection
* Review of adequacy of material selection
* Preliminary review of construction feasibility of design details
* Review the adequacy of structural calculations
* Review the adequacy of surveys and ground surveys
* Review the adequacy of construction period and construction cost
* Review of economic feasibility of design
* Review the adequacy of the design
* Review the adequacy of design drawings and construction specifications

Responsible work content

* Basic conception and feasibility study and management of construction work
* Contract management of construction works
* Management of project costs for construction works
* Process management of construction work
* Construction management
* Quality management of construction work
* Safety management of construction work
* Management of project information for construction works
* Construction work completion stage and takeover work
* After construction is completed, follow-up management is performed according to operation, maintenance, and management.
* Other matters stipulated in the responsible service contract

Responsible work

* Review of construction plan
* Review of milestones
* Review and confirmation of detailed construction drawings prepared by the contractor
* Confirmation of whether the construction is being carried out in accordance with the contents of the design drawings and specifications
* Review and Confirmation of Structure Specifications
* Review and confirm the suitability of user materials
* Confirmation of the quality assurance plan established by the constructor or housing construction registered business entity, guidance of the quality assurance plan, and review and confirmation of the quality test and inspection performance
* Confirmation of disaster prevention measures, safety management and environmental management
* Review and Confirmation of Design Changes
* Investigation and inspection of construction progress
* Review of completion drawings and inspection of completion
* Review of feasibility and contract details for subcontracting
* Pre-examination of whether the design content meets the site conditions and whether actual construction is possible
* Other matters determined by local laws and ordinances of the Ministry of Land, Infrastructure and Transport as necessary to improve the quality of construction
	1. The responsible manager shall perform all designated related tasks, such as design support, construction management, commissioning and maintenance work, and finance and other related tasks considering the specificity of the business operator.
	2. In accordance with the local regulations in Hungary, permitting affairs must be carried out.
	3. Even if it is not specified in this guide, other tasks required by the client and additional tasks recognized as necessary for the performance of the tasks must be performed.
1. **Measures for Insufficient Responsibility**
	1. Action target
		* 1. In case of poor performance such as responsibility and design review
			2. In case of violating the laws and regulations related to the safety of construction works
			3. When property damage is caused to the client
			4. When significant damage is caused to the client and the public
	2. Administrative measures for bad accountability

Step 1: In case of stop

* In case of neglect of project status check and review
* In case of neglect of record keeping and reporting matters
* When it is expected that the project may become insolvent due to other intentional or negligence

 Step 2: Replacement of responsible manager

* In case the responsible person is replaced without a report or approval or leaves the site without a report
* In case of non-compliance with the orderer's legitimate instructions
* If it is deemed inappropriate for the performance or management of other responsible services

 Step 3: Cancellation of contract

* When it is recognized that the purpose of the contract cannot be achieved due to negligence in the work specified in the contract terms or due to a remarkably insufficient ability to perform
* If the service cannot be completed within the contract period or it is recognized that there is no possibility

VII. common work

1. **Operation of the meeting**
	1. Minutes must be prepared according to the prescribed form and must be signed (signed) by the participants.
	2. Minutes prepared at a meeting must be confirmed by all the participants on the contents, and in this case, the minutes have the effect of an official document.
	3. Regarding the operation of the meeting, it shall be coordinated through mutual consultation among the relevant persons such as the ordering party, the responsible manager and the business operator.
		* 1. Weekly regular meeting

In order to facilitate the execution of work between the responsible manager and the ordering party, a weekly regular meeting is held. The target audience is field representatives, technicians responsible for each field, process management managers, etc.

* + - 1. Monthly regular meeting

Monthly regular meetings are held and fair meetings are held in order to facilitate the performance of duties between responsible managers and business operators. The target audience is field representatives, technicians responsible for each field, process management managers, etc.

* + - 1. special meeting

The ordering party may hold special meetings on an irregular basis for efficient execution of work, and the participants may adjust the attendance targets if necessary as general managers such as the ordering party, responsible manager, business operator, and appropriate person for each field.

* + - 1. Occasional meetings

A meeting can be proposed for each construction-related subject if necessary, and the agenda for the meeting is prepared by the initiator.

1. **Delivery of reports, reports and deliverables**
2. Regular report ※Adjustable after consultations
3. Weekly report
* Submission period: Every Friday
1. Monthly and quarterly report
* The monthly report (documentation) evaluates the performance of monthly supervision activities including the following for each supervision field (design and construction stage), and the quarterly report comprehensively evaluates the quarterly supervision performance including the monthly report for the current month, and is registered in the name of the representative of the management company. must be submitted
* Submission period: 5 days before the next month
* Process status: The current status of the process with plans and performance for each major process and detailed work details
	+ - * + Quality control test results: selection, management and inspection test results
				+ Safety management performance and accident prevention measures
				+ Items to review the suitability of equipment
				+ Changes in design or construction
				+ Summary of construction condition review
				+ Other matters recognized as important for responsibility
				+ Report content: Weekly work (this week's performance and next week's plan), weekly task performance, input manpower/equipment status, cumulative process (plan/performance comparison), special items, etc.
1. Occasional (special) reports

The responsible manager shall review the following matters and report to the client with an opinion if there is a request from the client in relation to construction or if necessary on his/her own.

1. Matters for review of documents submitted by business operators
2. Field situation report
3. Orders to reconstruct and suspend construction to business operators according to regulations
4. When a business operator engages in the following illegal subcontracting activities
* In case of subcontracting or collective subcontracting in violation of subcontract notification or approval
* In case a subcontractor subcontracts
* In the case where the ordering party has paid the completion money to the business operator, if the business operator fails to pay the subcontractor within the statutory period according to the contents and ratio of the completion money and the completion money
* In the case of disputes or civil complaints related to subcontract payment, other matters recognized as important in relation to construction
* Reports of ready-made and completion inspections
* Facility takeover plan
* When requested by other clients
1. **Document and data management**
	1. The responsible person shall send the documents and materials sent to the orderer after confirming whether they are in accordance with the relevant regulations, etc. You can request to send.
	2. When the responsible manager receives a work instruction over the phone from the ordering party, he/she shall fill in the form of the message and store and manage it so that there is no omission of work in the future.
	3. The responsible manager shall prepare the minutes of various meetings that occur during work, circulate them to the attendees, check whether there are any abnormalities, and then store and manage them.
2. **Project cost management**
3. Responsible managers should seek various ways to reduce costs so that the construction cost of this project does not increase.
4. The responsible manager reviews the design documents before and after the start of construction to analyze the cost feasibility and constructability, etc., and analyzes the value index. Implementation plans should be proposed.
5. The responsible manager should take an approach to improve cost-effectiveness by field from the overall angle of this project, and conduct verification activities for alternative materials and alternative construction methods.
6. In order to prevent excessive costs due to design changes, work cooperation with the licensing department in the host country, the ordering party, and the business operator should be closely performed.

1. **Subcontract management**
2. The responsible manager must clearly understand the regulations and guidelines related to subcontract-related management, such as the Framework Act on the local and domestic construction industry, and work on subcontract management.
3. When a subcontract approval request or notification is received from a business operator, the responsible manager shall judge the legality of this subcontract, the level of construction technology required for the subcontract work, and the subcontractor's ability to perform the work, and submit the review opinion to the client.
4. The responsible manager shall maintain and manage the subcontract status in a separate ledger, focusing on quality control matters.

1. **Material management against construction schedule**
	1. The responsible manager compares the delivery schedule for each process with the construction schedule for the equipment used, materials, equipment, and factory products (hereinafter referred to as “materials, etc.”) established by the business operator considering that design and construction will be carried out in parallel with the construction schedule. should be reviewed.
	2. The responsible person must conduct an interim inspection suitable for various conditions such as the production period so that the material can be brought into the site in a timely manner according to the established schedule for materials, etc. In the event of a problem related to the importation of goods, it shall discuss countermeasures with the business operator and material-related parties and suggest solutions or alternatives to the ordering party.
	3. The main considerations related to the import of materials are as follows.
	4. Review and adjust the import schedule plan for long-term procurement products established by the business operator
	5. Procurement of major materials and identification of purchasing lines, investigation of required period, establishment of schedule for importation, etc.

1. **Security Management**
2. The responsible manager shall establish security measures when submitting the task execution plan and submit it together with the security memorandum of the management company representative and all responsible organizations, and shall periodically conduct security training and maintain the records.
3. All performance products must not be arbitrarily owned, copied, or leaked outside without the permission of the ordering party, and related data must be returned to the ordering party upon completion of the service. .

Ⅷ . Work in the construction stage

* + - 1. **Main business**

Comprehensive status analysis and report on site

Integrated process and construction cost management, performance analysis and countermeasure establishment

Claim analysis and dispute response support

contract management

Construction VE review considering LCC

Responsible Responsibility (Performance of Responsible Responsibility under the provisions of Article 27 of the Construction Technology Management Act and Article 105 of the Enforcement Decree of the same Act)

Final Responsibility Report

Other tasks requested by the client in relation to responsibility

* + - 1. **Detailed work**

Construction start stage

* + 1. Review and report on construction start report

The responsible manager shall, in the case of a construction start, receive a construction start notification form including the following documents from the contractor selected by the client, review the adequacy, and report it to the client within 7 days.

1. Report on designation of field technicians (site management organization, field representatives, safety managers, quality control test personnel)
2. Construction work schedule
3. Quality assurance plan or quality test plan
4. A copy of the construction contract contract and calculation statement
5. Pre-construction photo
6. A copy of the field technician’s experience confirmation and certification
7. Safety management plan
8. Labor mobilization and equipment input plan
9. Other matters designated by the ordering organization and host country
	* 1. Survey control point and confirmation survey management (survey completion)
10. Protection of the survey reference point
11. Confirmation survey
12. Processing of confirmation survey results
	* 1. Meeting of construction related persons
			1. Meetings of relevant persons with related organizations
* The responsible manager shall hold a meeting with the relevant agency prior to construction in relation to each of the following items with the person in charge of the work and review whether it is adjusted or changed, so as not to cause civil complaints afterward.
* Standards for power and communication trunk facilities, water supply and drainage facilities, city gas facilities, drain pipes and culverts, etc.
* The responsible manager must thoroughly investigate the site before conducting a meeting with the relevant institution, be familiar with the design, etc., and explain the contents to the relevant institution.
* If a design change is necessary as a result of a meeting with related organizations or suggestions such as installation of additional structures are justified, they must be handled according to the design change procedure.
	+ - 1. Construction commencement meeting

The responsible person participates in the construction initiation meeting hosted by the client to discuss various matters such as acceptance of blueprints related to the start of construction, delivery of the construction site, construction plan, holding confirmation survey, and installation of offices together with the client and business operator. You must do your best to start construction.

* + 1. Regular meeting

Regular meetings after the start of construction are operated in accordance with the regulations on meeting operation methods in the approved Responsible Comprehensive Performance Plan.

* + 1. Others

The responsible manager should review the on-site construction as the main focus on the contradictions between the construction contract documents, whether the construction contract documents are consistent with the actual situation, and the consistency and unity of the related construction, etc. The city shall report its contents and opinions.

* + - 1. **Construction Implementation Stage**

General administrative work

1. Regular field training
2. Request for advice from the client and the opinion of the responsible manager
	* + 1. During construction, the client may request the responsible manager for advice on important technical matters, such as changes in the construction method of the business operator, in accordance with the procedure, and the responsible manager must comply with this unless there is a special reason.
			2. If the responsible person performs a task that is judged to be in violation of the order, the orderer may have him explain it or instruct him to correct it.
3. Complaints
4. Replacement of on-site agents, business (construction) technicians, etc.
5. Advice on compensation for third party damages
6. Taking and storing photos of the construction process

Critical construction work and areas that cannot be confirmed after

Construction scene of major structural parts (foundation, column, steel frame, etc.)

buried structure

Take pictures so that you can know the diameter of rebar, spacing and wall thickness, thickness of major parts for each span of the steel structure, and the welding foreground, etc.

Factory product inspection (windows and window frames, steel frame inspection, PC materials, etc.)

Underground burial (supply/drainage pipes, electric wires, etc.)

View of buried indoor and outdoor piping (facilities, electricity, etc.)

Piping flow around the switchboard such as electricity

Status of reinforcement and concrete thickness of the underground part

Construction view related to thermal insulation and anti-condensation

1. Review of documents submitted by business operators
2. The responsible manager shall receive all documents submitted by the business operator and, if there are any defects in the received documents, give instructions to the business operator in writing.
3. Record management and document transfer management
4. For each item (inspection and confirmation, technical review, quality control, construction management, material management, process management, administration and civil complaints, etc.) keep it.
5. Field survey reports should be written in detail and recorded clearly enough to understand the current situation without having to visit the site.
6. Educate or publicize various instructions, notices, and meeting materials so that everyone is familiar with them.
7. Documents are classified and managed according to the unified classification system program by character, and the table of contents and pages are recorded and stored so that documents are not lost.
8. Document reception and dispatch ledgers must be kept, and transit documents are recorded in the dispatch ledger.
9. Support and execution of prison duties according to the audit related to the project promotion of the client

Main business details

1. Process/construction cost integrated management plan review, performance analysis, and countermeasure establishment tasks

The responsible person at the construction stage refers to the work of analyzing the performance of construction and construction costs and establishing measures, supporting claims analysis and dispute response work, and reporting the final responsibility.

Based on the management account based on the work classification system, review the process and construction cost integrated management plan submitted by the business operator and check the results of performance measurement, and regularly conduct impact analysis and countermeasure review

1. Claim analysis and dispute response support
2. In the process of carrying out the construction project, we analyze claims that may be raised by business operators in advance, establish countermeasures and preventive plans, collect relevant information when filing a claim, and analyze the impact of the project on the progress of the claim It refers to the work that supports the establishment of countermeasures by the ordering party.
3. Interface management tasks
4. The responsible manager establishes an overall management plan for systematic and scientific interface management by construction type, contract package, facility, and system, and continues to carry out tasks accordingly.
5. When design changes are made by establishing the input/output relationship between internal and external organizations and construction types and design outcomes, it is necessary to review, analyze, and suggest countermeasures for interferences up to the related drawings.
6. Final Responsibility Report
7. After the completion of the construction project, it refers to the task of preparing and submitting a report by comprehensively arranging the construction project progress status, accountability work diary, final maintenance method and acceptance of other major matters, based on the responsible execution plan.

Design change management

1. Design change according to the order of the client

If a design change is necessary due to a change in the business environment, adjustment of the basic project promotion plan, plan change due to civil complaints, construction method change, or addition of other facilities, the client may instruct the responsible person to change the design by attaching all required documents. there is.

Process control

1. Process management plan

The responsible manager must ensure that the business operator has a process management organization that can successfully carry out process management tasks in consideration of the overall conditions such as the size of the construction and the type of construction.

1. Construction progress management
2. Measures to make up for poor process
3. The responsible manager shall instruct the business operator to analyze the reasons for sluggishness, to make up for it, and to establish a recovery schedule when the monthly progress rate is delayed by more than 5% compared to the planned process, or when the cumulative process performance is delayed by more than 3%.
4. The responsible manager reviews and confirms the countermeasures for sluggish processes submitted by the business operator, checks and evaluates the implementation status on a weekly basis, establishes necessary countermeasures for non-action through fair meetings, etc. action should be taken
5. The responsible manager shall record the review and confirmation measures to make up for sluggish processes and the results of the inspection and evaluation of their implementation status in the monthly report and report it to the ordering party.
6. Modified process plan
7. If the construction progress is continuously sluggish due to the circumstances of the construction site, such as the increase or decrease of the amount of water construction due to design changes, changes in construction methods, the suspension of construction due to force majeure such as disasters during construction, natural disasters, etc., or the circumstances of the builder The necessity of establishing a revised process plan should be reviewed by reviewing the plan.
8. When establishing a revised process plan at the request of the business operator or at his/her own discretion, the responsible manager shall receive the revised process plan from the business operator, review it within 7 days from the date of submission, and report the result to the client for approval.
9. Process status report
10. The responsible manager shall receive weekly and monthly process status submissions from the business operator, review and confirm it, and include it in the monthly report and report it to the ordering party.
11. Extension of construction period and impact analysis
12. The responsible manager should analyze the effect on the construction period of delays in major processes occurring during construction and advise the client to instruct the contractor to make up for the time loss or delay that may occur from various causes.
13. In addition, if the construction is legally delayed due to a valid reason, the manager and business operator must review the remaining schedule to determine a plan to recover the delay period.

Claim review

1. General Compliance

The responsible manager shall make various efforts to prevent various disputes in the construction process that may occur between the ordering party and the business operator.When submitting a claim, the method of filing a claim must be presented in detail.

1. Countermeasures against claims
2. In the event of a claim, the following should be done to minimize damage to the client.
* Form a team to resolve claims in consultation with the client.
* Objectively judge the business operator's claims.
* Calculate additional expenses and construction costs according to claims and establish countermeasures accordingly.
* Check the adequacy of the applicable provisions of the contract and the availability of various attached documents
* Review of the application of penalty provisions to the fault of the business operator

Construction management

1. Review and Confirmation of Construction Plan
2. Review and confirmation of daily work performance and plan
3. Confirmation of construction
4. Management of structure standards
5. Inspection of buried part
6. Review of special method
7. Technical review opinion
8. Review and approval of major equipment and materials suppliers
9. Inspection and supervision of major equipment
10. Confirmation of demolition of existing structures
11. Responsible manager's order to stop construction, etc.

Safety management

In accordance with related laws, safety management education and inspections are conducted regularly or frequently on site to prevent various safety accidents, and the contracting party is responsible for all safety accidents that occur on-site.

Quality control

Environmental Management

Ⅸ. Post-construction work

* 1. **Main business**
		1. Review of facility acquisition/transfer and operation and maintenance plan
		2. Commissioning review
		3. Supervision of building maintenance system and review of operation plan
		4. Other tasks requested by the client in relation to responsibility

* 1. **Detailed work**
		1. Review of facility acquisition/transfer and operation and maintenance plan
1. Establishment of facility takeover and handover plan

The responsible manager shall have the contractor establish and review a plan for taking over and handing over the facility within 14 days after the completion of the preliminary inspection (partial completion, including ready-made parts according to the client's needs).

Establish and review the plan including the business plan submitted by the business operator.

The facility takeover should include the following (including the business plan submitted by the constructor)

* Operational guidelines (must be written in English)
* Standards and function check items of facilities
* Function check procedure
* Securing and calibrating test equipment
* Equipment operation manual
* Relevant materials such as production drawings, procedures, etc.
* Repair and maintenance instructions
* Commissioning result report
* Matters related to the takeover of other facilities

The responsible manager shall review and confirm the facility takeover/transfer plan within 7 days after receiving the contractor's submission of the plan, and notify the owner and the contractor so that there is no setback in the takeover/transfer.

Facility takeover and handover method (including the business plan submitted by the constructor)

* The responsible person becomes a witness in the takeover and handover between the client and the builder.
* The responsible manager reviews and confirms the takeover and handover documents submitted by the constructor, and ensures that the facility can be handed over to the client in a timely manner.
* If there is a disagreement with the client regarding the takeover or handover of the facility, the responsible manager will identify the current situation and present opinions such as necessary countermeasures so that the business operator can implement it.
* The acceptance letter should include the results of the completion inspection.
* The acceptance and handover of facilities must be carried out within 14 days from the date of completion of corrections to the points noted during the completion inspection.

Maintenance training

* The responsible manager shall supervise the planning and coordination of maintenance training for the client (facility maintenance team) when taking over the facility.
* Maintenance training must be conducted from the date of preliminary completion until the time of receipt of the facility.
* The contents of the refresher training are as follows.
* Facility safety and maintenance system
* Operation guideline operation instructions (operation manual management)
* Detailed and practical guidelines for facility safety and maintenance
* Defect repair management of facilities and follow-up measures
	+ 1. Check the test run results

The responsible manager should check the results of the test run, which is the starting point of operation management and can influence the future facility operation performance, by checking the procedures and precautions generally used.

* + 1. Facility safety/security and maintenance (common)
1. Establishment of safety/security and maintenance plan for facilities
2. The responsible manager shall cooperate with the request for technical advice, etc. when the ordering party recognizes that it is necessary for safety/security and maintenance to decide
3. If a facility safety diagnosis (initial inspection) is performed by a safety diagnosis specialist during the period of responsible service, the responsible person must actively cooperate with the safety diagnosis and promptly follow up on problems (points, etc.) resulting from the result. action should be taken
	* 1. Repair of defects in facilities (common)
4. When a dispute or disagreement arises between the client and the contractor regarding the repair and maintenance of the facility after the completion of construction, the responsible manager shall present a review opinion and play a mediating role so that a mutually amicable agreement can be reached.
5. The responsible manager should prepare a guideline for repairing defects in the facility after construction is completed and submit it when handing over the on-site documents after the service is completed.
	* 1. Management and supervision of construction records (construction white papers)
6. A construction business entity shall establish a plan for content inspection and quality control of the construction record sheet (construction white paper) and submit it to the ordering party.
7. The responsible manager shall perform management and supervision tasks in the construction and production of the construction record sheet for this project by the builder.
	* 1. Acceptance and handover of on-site documents after completion (common)
8. The responsible manager should prepare a list of documents related to the construction related to the project and to be handed over to the orderer.
9. The responsible manager shall hand over the on-site documents discussed with the client to the client within 14 days of completion of the service, and the responsible person shall also keep it.