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PEOPLE'S REPUBLIC OF CHINA**

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Code for construction project document filling

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1 General

1.0.1

In order to strengthen the archiving of construction project documents, unify the acceptance criteria of construction project files, and establish true, complete and accurate project files, this specification is formulated.

1.0.2

This specification applies to the arrangement and filing of construction project documents, as well as the acceptance and transfer of construction project files.

1.0.3

The sorting and archiving of construction project documents and the acceptance and transfer of construction project files shall not only comply with this specification, but also comply with the current relevant national standards.

2.0.1 Construction project

Approved to carry out construction according to an overall design, implement unified accounting economically, have an independent organizational form administratively, and implement unified management as the basic unit of construction projects. It consists of one

or several unit projects with internal relations.

2.0.2 Construction project document

Various forms of information records formed in the process of project construction, including project preparation stage documents, supervision documents, construction documents, as-built drawings and completion acceptance documents, are referred to as project documents for short.

2.0.3 Pre-construction document

Before the start of the project, the documents formed in the project preparation stages such as project approval, land use, survey, design, bidding and so on.

2.0.4 Supervision document project supervision document

The documents formed by the supervision unit during the supervision process of project design and construction.

2.0.5 Construction document

The documents formed by the construction unit during the construction process.

2.0.6 as-built drawing After the project is completed and accepted, it is a drawing that truly reflects the construction results of the construction project.

2.0.7 Completion acceptance documents handing over document

The documents formed in the completion acceptance activities of construction projects.

2.0.8 Construction project archives project archives

Historical records in various forms, such as words, drawings, charts, audio-visual, electronic files, etc., which are directly formed in engineering construction activities and have the value of archiving and preservation, are referred to as engineering archives.

2.0.9 Project electronic records

During the engineering construction process, it is generated by digital equipment and the environment, stored in digital form on magnetic tapes, magnetic disks, or optical disks, and is read and processed by digital equipment such as computers, and can be transmitted on communication networks.

2.0.10 Project electronic archives

Electronic files and their metadata that are formed during project construction and have reference and utilization value and are preserved as archives.

2.0.11 Project audio-visual archives

To record engineering construction activities, if there is value for preservation, use photos, films, audio tapes, video tapes, CDs, hard disks, etc. to record sound, pictures, and video historical records.

2.0.12 Organize arrangement

According to certain principles, the process of selecting, classifying, combining, arranging, and cataloging engineering documents to make them orderly.

2.0.13 File file

A file storage unit consisting of several documents related to each other.

2.0.14 Filing

According to certain principles and methods, documents with preservation value are sorted into case files, also known as group files.

2.0.15 Archive putting into record

After the document forming department or unit completes its work tasks, the formed documents are sorted out and filed, and then handed over to the archives of the unit or to the urban construction archives management agency according to regulations.

2.0.16 Urban-rural development archives organization

Specialized agencies that manage urban construction archives in the region, as well as urban construction archives and urban construction archives that receive, collect, preserve and provide for utilization of urban construction archives.

2.0.17 Permanent preservation

One of the retention periods of engineering archives refers to the preservation of engineering archives indefinitely and as long as possible.

2.0.18 Long-term preservation

One of the retention periods of project files refers to the preservation of project files until the project is completely demolished.

2.0.19 Short-term preservation short-term preservation

One of the retention periods of engineering files refers to the preservation of engineering files for less than 10 years.

3 Basic Regulations

3.0.1

The formation and accumulation of project documents should be included in all aspects of project construction management and the scope of duties of relevant personnel.

3.0.2

The engineering documents shall be formed simultaneously with the construction progress of the project and shall not be supplemented afterwards.

3.0.3

A set of electronic files shall be compiled for each construction project, and handed over to the urban construction file management agency together with the paper files. If the electronic files are signed with legally effective electronic seals or electronic signatures, the corresponding paper files may not be handed over.

3.0.4

The construction unit shall carry out the work of collation, filing, acceptance and handover of project documents according to the following procedures.

- 1 When bidding for projects and signing agreements and contracts with units such as survey, design, construction, and supervision, it is necessary to specify the unit for the preparation of as-built drawings, the number of sets of project files, the cost of preparation and the unit responsible, the quality requirements of the project files, and the time of handover, etc. content;
- 2 Collect and organize the documents formed in the project preparation stage, and file them;
- 3 Organizing, supervising and inspecting the formation, accumulation and archiving of engineering documents of survey, design, construction, supervision and other units;
- 4 Collect and summarize the engineering files filed by survey, design, construction, supervision and other units;
- 5 Collect and sort out the completion acceptance documents, and file them;
- 6 Before organizing the completion acceptance of the project, all documents and materials shall be collected in accordance with the requirements of this specification and the project files shall be completed; when organizing the completion acceptance, the project files shall