**The main conditions for organising construction works in Latvia**

The organising of construction works is determined by the following main regulatory enactments: Construction Law (available in English <https://likumi.lv/ta/en/en/id/258572>), Regulation of the Cabinet of Ministers No. 500 from 19 August 2014 “General building regulations” (available in English <https://likumi.lv/ta/en/en/id/269069>), Regulation of the Cabinet of Ministers No. 529 from 2 September 2014 (not available in English) and other regulatory enactments.

**Preparation of construction works**

* The preparation of construction works shall only be commenced after the received building permit has become indisputable and the conditions included in the building permit have been fulfilled. After the institution performing the functions of the building authority has made a note in the construction information system (hereinafter - CIS) regarding the fulfilment of construction conditions, the construction works log and the necessary construction plan documentation are available in the CIS to the contractor and responsible construction specialists.
* In the performance of construction works, the contractor may invite individual contractors, concluding construction contracts with them, and the CIS grants each individual contractor access rights to the construction works log and the necessary construction design documentation.
* The contractor, when reviewing the construction plan documentation, verifies the need for additional - more detailed - drawings. Additional detail - drawings are required from the developer of the construction project and the initiator of the construction. If the contractor has not requested the development of additional - more detailed - drawings or has not developed them itself, the contractor is responsible for the possible consequences. More detailed drawings may also be developed during the construction works and they shall be attached in the CIS (unless the construction process takes place without the use of a construction information system) and agreed with the developer of the construction project and the initiator of the construction.

**Work realisation project**

* Construction works shall be organised and performed in accordance with the documentation of the construction design, including the construction project and the project for the organisation of the work included therein, as well as the work realisation project.
* Prior to the commencement of the relevant construction works, the main contractor, on the basis of the approved construction design documentation, develops a work realisation project, but for certain and special types of works - individual contractors develop a work realisation project. When developing a work realisation project, the information specified in the work organisation project or work organisation scheme shall be observed. The level of detail of the work realisation project is determined by its developer depending on the specifics and scope of the work to be performed.
* Work realisation project includes:
	+ schedule for work realisation;
	+ a master plan for construction works, that has been developed on the basis of a graphic document (plan), which reflects the current situation of the building, roads and engineering networks;
	+ a description of the preparatory works and construction works;
	+ technological schemes of non-traditional and complex types of construction works and an indication of fulfilment zones;
	+ the work schedule of the main construction machines;
	+ a list of the necessary specialists for the performance of works at the facility;
	+ the necessary works for marking the building;
	+ reasonable solutions for temporary technological constructions;
	+ technological solutions for labour protection, safety engineering, production hygiene and fire safety measures;
	+ a list of construction machinery, technological and assembly equipment;
	+ an explanatory description;
	+ labour force movement schedule;
	+ the conditions for the transportation of construction products and the placing thereof on the construction site.
* If the work realisation project is developed by an individual contractor, said project shall be co-ordinated with the main contractor. Based on the authorisation of the manager of the company, the work realisation project shall be approved by the responsible construction specialist of the individual contractor. Work realisation project for renovation, restoration or reconstruction works shall also be coordinated with the developer of the construction project and the initiator of the construction.

**Quality control system**

* The contractor is responsible for the quality of the construction works. The quality of construction works may not be lower than the construction work quality indicators specified in Latvian construction norms and relevant standards, building regulations and other regulatory enactments or a construction work contract.
* Each company develops a quality control system for construction works in accordance with its profile, the type and scope of work to be performed. Construction quality control includes:
	+ initial control of construction work realisation documentation, delivered construction products and structures, devices, mechanisms and similar equipment;
	+ technological control of individual work operations or work processes;
	+ control of the completed (transferred) type of work or the end of the construction work cycle (structural element).

**Construction log**

* The construction log is maintained electronically in the CIS. All entries related to the construction process are registered in the construction log, from the registration of materials to the acceptance of covered and significant structures.
* Entries in the construction log are made every working day by the construction manager and must describe the actual situation on the construction site. Objections or instructions expressed in the construction log by the construction supervisor and the author's supervisor shall be deemed to have been complied with if the construction supervisor or the author supervisor has made a relevant note in the construction work log. Entries in the construction work log about their work are also made by the construction managers of individual contractors.

**Acceptance acts of covered and significant structures**

* Works, the inspection of which is not possible after the total completion of construction works, shall be accepted immediately after their completion by drawing up a deed of acceptance of covered works.
* The act of acceptance of significant structures, covered works and engineering systems important for fire safety shall be formed in CIS from the entries made in the construction work log regarding the performed special and daily construction works and they are approved by the responsible construction manager, construction supervisor and author supervisor (if provided by the author supervision contract).
* The following documents to the deed of acceptance of structures, covered works and engineering systems important for fire safety in accordance with the performed construction works shall be added in the CIS (if they are not attached to the construction work log):
	+ for the deed of acceptance of covered works and significant structures - documentation certifying the conformity of construction products, technical passport, instructions or other documents certifying the quality;
	+ for the deed of acceptance of an engineering technical system important for fire safety - documentation certifying the conformity of system equipment, devices or construction products, system operation documentation (instructions) or other technical documentation which characterises the system and its operating parameters.
* Continuation of construction works is not permitted if the representatives of the contractor and the construction supervisor have not been established in the CIS and approved or signed the deed of acceptance of previously covered works. If the construction supervisor or the author supervisor finds that the work performed does not comply with the construction design documentation or the requirements of the construction work technology, further work must be stopped and an appropriate entry must be made in the construction work log, indicating the deadline for fulfilment. The works may only be continued after all the persons referred to in this paragraph have approved or signed the relevant deed of acceptance of the covered works.

**Electronic on-site working time accounting system (EWTAS)**

* EWTAS is an electronic system that provides electronic registration, accounting and storage of the registered working time of persons employed on the construction site in order to transfer said data for inclusion in the unified electronic working time accounting database.
* The regulatory framework is available in Chapter XIV of the Law on taxes and duties “Electronic information accounting at a construction site and its use” and Regulation of the Cabinet of Ministers No. 21 of 7 January 2020 “Procedures for providing electronic working time accounting system data for inclusion in the unified electronic working time accounting database, and requirements for the external security inspection and audit records of the electronic working time recording system”.
* The main contractor must provide EWTAS in all third-group new construction sites and construction sites where the cost of construction works is EUR 350,000 or more. The new buildings of the third group are, for example:
	+ with more than 5 above-ground floors,
	+ with more than 1 underground floor,
	+ public buildings intended to accommodate more than 100 people at a time,
	+ motorways and highways,
	+ bridges, viaducts, overpasses, etc.
* EWTAS should be used from the day the construction works actually start.
* EWTAS must be used until:
	+ an entry has been made in the works log for the completion of the works, or
	+ the construction works are deemed to be completed in accordance with the regulatory enactments regulating construction.
* EWTAS should display information about:
* **a person employed on a construction site** (a person employed on a construction site is:
	+ An employee of the main contractor or subcontractor, who performs works on a construction site for the fulfilment of a construction contract,
	+ a natural person, who has registered as a performer of economic activity, if the work is performed on a construction site for the fulfilment of a construction contract,
	+ A domestic employee with a foreign employer and a foreign worker with a foreign employer if they perform work on a construction site for the fulfilment of a construction contract,
	+ A person, who performs work on a construction site for the fulfilment of a construction contract, for the benefit and under the direction of the recipient of the labour supply service,
	+ Construction supervisor);

name, surname, personal identity number, position, name of employer, registration number or personal identity number, building permit No., time when the person arrived at the construction site and left it, total time (data shown as total daily working time per calendar month for each person employed on the construction site). The total time also includes breaks at work specified in the regulatory enactments regulating legal employment relations.

* **For a person, who is staying at the construction site and is not employed in the fulfilment of construction work on the construction site** - name, surname, personal identity code, time when the person arrived at the construction site and left it, time of stay at the construction site, reflected as the total time of day.
* **For the construction contract concluded by the main contractor with the construction initiator** and, if the amount of the contract changes, amendments to this contract - name of the initiator, registration number or personal identity code, date and amount of the contract, new amount of the contract, if amended.
* **The main contractor is obliged to:**
	+ to ensure electronic recording of the working time at each construction site;
	+ to provide an electronic identification solution for the identification of a person on a construction site;
	+ to inform the subcontractor that its employees will be required to record working hours in EWTAS;
	+ to ensure that no person is located in the territory of the confined construction site or a person employed on the construction site is not located in the territory of the construction site that is not confined, for which a personal identification device is not provided and for which data are not registered in EWTAS;
	+ to ensure that its employees or involved persons, who perform work on the construction site for the fulfilment of a contract, register their working time in EWTAS;
	+ to ensure that the data registered and accumulated in EWTAS is stored and issued to the controlling institutions;
	+ to ensure the protection of data registered in EWTAS;
	+ to provide the subcontractor with an opportunity to obtain data registered and accumulated in EWTAS on its employees or its involved persons, who perform work on the construction site for the fulfilment of the construction contract, in viewing mode, electronically or in paper form.
* **For the subcontractor:**
	+ to ensure that its employees or involved persons working on the construction site of the main contractor record their working hours in EWTAS;
	+ to inform its subcontractor that electronic working time will be recorded on the construction site;
	+ to inform the main contractor about the defects of EWTAS.
* **For a person employed on a construction site:**
	+ to register working hours in EWTAS - upon entering the construction site, to register the beginning of working hours and, upon leaving the construction site, to register the end of working hours using an electronic identification device or information technology solution.

**Submission of Electronic on-site work time accounting system (EWTAS) data to the Unified electronic work time accounting database (UEWTAD).**

* **The UEWTAD information system has been established** in accordance with the provisions of the Law “On taxes and duties” in order **to collect and maintain the data included in the electronic work time accounting system, as well as to issue them to the institutions specified by law** for the performance of their functions.
By the 15th day of each month the main contractor shall submit information for inclusion in UEWTAD regarding all construction contracts concluded with its subcontractors in the previous month, the contract amount of which is EUR 15,000 or more, and, if the contract amount changes, amendments to this contract.
* No later than within five working days after the commencement of construction works, submit information for inclusion in UEWTAD regarding the commencement of construction of a third group building construction or the commencement of such construction works, the costs of which are EUR 350,000 or more.
* No later than within five working days after the finishing the construction works, information on the completion of the construction works shall be submitted to UEWTAD for inclusion.
* By the 15th day of each month, the subcontractor, by authorising such in UEWTAD, submits information on all construction contracts concluded with its subcontractors in the previous month, the contract amount of which is EUR 15,000 or more, and if the contract amount changes, amendments to this contract.
* The UEWTAD service can be requested on the website of the State Construction Control Bureau.

<https://www.bvkb.gov.lv/en/services/submission-electronic-working-time-recording-system-edlus-data-single-electronic-working-time-accounting-database-vedludb>