

**EXPO2005 GUIDELINES
FOR
OFFICIAL PARTICIPANTS**

GL4-9

Guidelines for Facility Construction in Pavilions etc.

(August 2004)



Japan Association for the 2005 World Exposition

Table of Contents

Purpose	1
. Handover of Pavilions etc.	2
. Facility Construction	2
1. Construction period etc.	2
2. Temporary office for construction	2
3. Temporary supply of electricity and water for construction	2
4. Temporary materials storage site	2
5. Use of West Terminal	3
6. Waste disposal	3
7. Entry/exit of, and parking area for, construction workers	3
8. Carry-in-and-out plans	3
. Emergency Measures.....	4
1. Insurance	4
2. Accident and sickness.....	4
3. Security and fire prevention	4
. Points of Note.....	4
1. Legal compliance	4
2. Construction management.....	6
3. Considerations for safety and sanitation	7
4. Participation in construction contractors' meeting (coordination council)	7
. Miscellaneous Matters.....	8
1. Traffic within Exhibition Site.....	8
2. Meals	8
Attachments	
1. Attachment 1: Notice of Appointment of Work Site Manager	9
2. Attachment 2: Report on Commencement of Construction	10
3. Attachment 3: Report on Completion of Construction	11

Purpose

These Guidelines shall apply when, within the site of the 2005 World Exposition, Aichi, Japan (hereinafter referred to as “the Exhibition”), those foreign governments and international organizations that have accepted an official invitation from the Government of Japan to participate in the Exhibition (hereinafter referred to as “Official Participants”) carry out interior and exterior work, floor space extension work, display and decoration work etc. (hereinafter collectively referred to as “Facility Construction”) in pavilions and other buildings (hereinafter referred to as “Pavilions etc.”) constructed and lent to Official Participants by the Japan Association for the 2005 World Exposition (hereinafter referred to as “the Association”).

These Guidelines are based on “Special Regulation No. 4 concerning construction, installations, fire prevention, labour safety, and the protection of the environment,” which was created in accordance with the provisions of Article 17, Paragraph 2 and Articles 18, 19 and 34 (4) of the General Regulations of the Exhibition.

. Handover of Pavilions etc.

The Association will hand over Pavilions etc. to Official Participants on or after September 15, 2004. The location of exhibition area and the number of modules allocated to each Official Participant have been informed separately.

Official Participants to whom Pavilions etc. were handed over shall comply with the provisions of these Guidelines, and shall instruct their Facility Construction contractors to comply with these Guidelines.

. Facility Construction

1. Construction period etc.

Execution of Facility Construction work is allowed during the following periods, hours and days of the week:

- (1) Construction period for interior/exterior and floor extension work
: September 16, 2004 - February 10, 2005
- (2) Construction period for display and decoration work
: September 16, 2004 - March 10, 2005
- (3) Construction hours : 7:00 a.m. - 7:00 p.m.
- (4) Construction days : From Monday to Saturday

2. Temporary office for construction

Official Participants wishing to establish a temporary office for Facility Construction shall construct such office within the Pavilion etc. allocated to the Official Participant. Temporary lavatories shall also be installed within Pavilions etc. for security reasons, such as prevention of terrorism.

3. Temporary supply of electricity and water for construction

For electricity and water for Facility Construction, Official Participants shall apply to the Association in advance, in accordance with prescribed procedures. Based on the application, the Association will arrange for such utility services before start of construction. For details, refer to GL10-6 "Guidelines Related to Use of Utilities and Maintenance of Facilities etc."

4. Temporary materials storage site

Equipment and materials for construction shall not be placed temporarily on walkways or open areas within the Nagakute Area and Global Commons, since such walkways and open areas will be used as traffic lines for carrying goods into and out of Pavilions etc. Official Participants shall establish temporary material storage sites within the allocated Pavilions etc.

Official Participants shall formulate efficient carry-in-and-out plans and execute facility

construction work in accordance with these plans, to prevent accumulation of equipment and materials.

5. Use of West Terminal

To the north of West Gate, there is an area called West Terminal. The Association is considering providing this area as a waiting area for transportation vehicles and a temporary cargo storage site during the facility construction period (September 16, 2004 to February 28, 2005). For details, such as period and hours when this terminal is available and restrictions on its use, contact the Association.

6. Waste disposal

Official Participants shall ensure thorough implementation of 3Rs (Reuse, Reduce and Recycle) of building by-products (scrap wood, waste material etc.) by instructing their construction contractors to actively reuse and recycle such by-products so as to reduce the amount of waste generated.

Other types of waste (cans, plastic bottles, raw garbage, containers, etc.) shall be carried out of the Site (hereinafter referred to as “the Site”) and disposed of responsibly by each Official Participant.

Official Participants planning to entrust waste disposal to a company or other organization shall conclude a consignment contract with a waste disposer authorized by the regulatory authorities concerned.

7. Entry/exit of, and parking area for, construction workers

When entering or exiting the Site during the facility construction period, construction workers and vehicles for construction shall always carry accreditation passes and vehicle passes issued in advance by the Association. Such passes must be presented for admission at prescribed service gates. Vehicles must be parked in designated parking stalls in designated parking areas.

For details regarding the issuance of accreditation and vehicle passes, refer to GL13-1 “Guidelines concerning the Handling of Accreditation and Vehicle Passes.”

8. Carry-in-and-out plans

Official Participants shall formulate plans for carrying Facility Construction equipment and materials into and out of the Site, and shall submit such plans to the Association in advance. If, in consideration of the 3Rs (Reduce, Reuse and Recycle), Official Participants allow their construction contractors to carry unused materials, waste materials generated in construction, scrap wood etc. of foreign cargo out of the Site, they must follow necessary customs procedures and submit a report to the Association for issuance of designated date and time of carrying out. For details regarding these procedures, please refer to the following guidelines:

(1) GL7-1 “Guidelines for Customs Rule”

- (2) GL7-2 “Guidelines for Cargo Handling”
- (3) GL7-2-1 “Guidelines for Cargo Handling (Supplement)”
- (4) Customs Rule (Customs Procedures for Goods Used in “The 2005 World Exposition, Aichi, Japan”)

. Emergency Measures

1. Insurance

During the Facility Construction period, Official Participants shall take out insurance policies covering construction, erection and civil engineering work of buildings, structures, facilities and equipment. For details, refer to GL8-1 “Outline of Insurance for Official Participants.”

2. Accident and sickness

If a construction worker is injured or falls ill within the Site during the Facility Construction period, the Official Participant shall immediately give first aid to said worker, call an ambulance, report the incident to a medical institution, and carry out emergency measures as required. The Official Participant shall also report details of the incident to the Association.

3. Security and fire prevention

Official Participants shall carefully manage their equipment, materials, exhibits, construction office etc. during the Facility Construction period to guard against burglary, fires etc. The Association will establish a security organization to guard the Site even during the construction period. It should be noted, however, that Official Participants are responsible for security within their Pavilions etc. from the time of handover of the Pavilion etc.

Regarding fire control etc. during the Facility Construction period, construction contractors will be required by the fire authorities to formulate and submit safety plans for buildings under construction. Official Participants shall instruct construction contractors to formulate and submit such plans. Regarding plan format and other details, inquire of the Association.

. Points of Note

1. Legal compliance

In performing Facility Construction of Pavilions etc., Official Participants shall strictly comply with relevant laws and ordinances, particularly in regard to the following:

(1) Construction contractors

- 1) When performing Facility Construction, except for minor work*, Official Participants shall employ construction contractors authorized under the Construction Industry Law.

* “Minor work” is defined as “construction work with a contract price of less than 15 million yen or work other than construction work (interior finish, carpentry, electrical work etc.) with a contract price of less than 5 million yen.”

- 2) Official Participants shall instruct the construction contractors referred to in the preceding paragraph to comply with relevant laws and ordinances and these Guidelines.

(2) Execution of construction

- 1) Before performing Facility Construction of Pavilions etc., Official Participants shall obtain confirmation or approval required under relevant laws and ordinances by the authorities concerned, including Aichi Prefecture Owari Public Works Office and Nagakute Town Fire Headquarters.
- 2) Official Participants shall carry out inspections, tests and investigations necessary for safety and sanitation in accordance with the Building Standard Law, Industrial Safety and Health Law, Fire Service Law, Food Sanitation Law and other relevant laws and ordinances.
- 3) Official Participants shall instruct their construction contractors to formulate work execution plans* and complete the work no later than February 10, 2005 (for interior/exterior and floor space extension work) or March 10, 2005 (for display and decoration work).

* Work execution plans shall specify an outline and workflow of the work to be executed by the contractor and its workers, and shall include a work organizational chart, quality control plan, carry-in-and-out plans, working drawings, safety control plan and inspection plan. Although there are no designated forms for work execution plans, the Association has prepared reference formats completed with example entries. To obtain such formats, please contact the Association.

- 4) Presence at inspections by authorities concerned
Design and construction supervisors appointed by Official Participants pursuant to Special Regulation No. 4 shall be present at inspections carried out by the authorities concerned at the time of completion of facility. If any problem is pointed out in such inspection, the Official Participant shall take appropriate corrective action without fail.

(3) Bonded exhibition

The Site has already been authorized as a bonded display area. Accordingly, Pavilions etc. provided by Official Participants will also be regarded as bonded display areas and will be supervised by the authorities concerned. If the floor space of a Pavilion or other building is extended as a result of Facility Construction performed by

Official Participant, submission of a change report will be required regarding the bonded display area concerned. For details of the procedures there of, please contact the Association.

Regarding construction and exhibit equipment and materials to be carried into the Site, procedures for customs clearance and quarantine may be required. Official Participants are advised to find out in advance what application procedures are required, and whether it is permitted to carry in the articles, by requesting that their Partners etc. inquire of customs authorities or other relevant organizations.

For details, please refer to the following guidelines:

- 1) GL7-1 “Guidelines for Customs Rule”
- 2) GL7-2 “Guidelines for Cargo Handling”
- 3) GL7-2-1 “Guidelines for Cargo Handling (Supplement)”
- 4) Customs Rule (Customs Procedures for Goods Used in “The 2005 World Exposition, Aichi, Japan”)

(4) Documents to be submitted

In performing Facility Construction in Pavilions etc, Official Participants will be required to submit necessary documents and drawings in accordance with the relevant laws and ordinances, and these Guidelines. To this end, Official Participants shall instruct their construction contractors to properly handle these matters in accordance with the relevant laws and ordinances and these Guidelines, and to contact the Association for details of documents and drawings to be submitted.

(5) Environmental considerations

Official Participants shall take adequate environmental conservation measures, both in Facility Construction and during the Exhibition period, in accordance with GL4-6 “Environmental Conservation Guidelines on Pavilion Planning and Construction” and GL4-6-1 “Environmental Conservation Guidelines during the Exhibition.”

2. Construction management

(1) Work site manager

In performing Facility Construction in Pavilions etc., Official Participants shall appoint a work site manager in accordance with the provisions of Special Regulation No. 4, and shall notify the Association of said manager’s name and other information at least one month before commencement of Facility Construction, using a notice of appointment of work site manager (Attachment 1).

Official Participants shall ensure that the work site manager is always present at the construction site to effect liaison and coordination with the Association and construction contractors of other Official Participants, and to consult with related persons in coordinating carry-in-and-out and workflow plans, so that all construction contractors

can execute their work safely and efficiently.

(2) Construction commencement and flow control

Official Participants shall submit to the Association a report on commencement of construction (Attachment 2) at least 15 days before commencement of Facility Construction in their Pavilions etc.

Official Participants shall instruct their work site managers to keep track of construction progress, so as to ensure construction plan execution without delay, and to periodically submit construction progress reports to the Association.

(3) Report on completion of construction

Upon completion of Facility Construction, Official Participants shall promptly submit to the Association a report on completion of construction (Attachment 3). Based on the submitted report on completion of construction (and attached documents and drawings), the Association will carry out a final inspection.

3. Considerations for safety and sanitation

(1) Official Participants shall focus on safety of Facility Construction, safety of workers engaged in the Facility Construction, and prevention of injury to third party etc.

(2) Official Participants shall, when performing Facility Construction, also focus on sanitation etc. within their facilities or buildings and the spaces allocated to them.

(3) If an accident occurs at their work site involving worker(s), Official Participants shall immediately carry out first aid and other emergency measures, and report the details to the Association.

(4) In the event of a major accident such as fire or explosion, Official Participants shall immediately carry out emergency measures, report the accident to the police department, fire department, labor standards inspection organization and other authorities concerned, as well as to the Association, and shall follow the directives given by such authorities.

4. Participation in construction contractors' meeting (coordination council)

To ensure smooth execution of Facility Construction works in Pavilions etc. by different construction contractors, it is necessary to coordinate carry-in-and-out and workflow plans among construction contractors working in the same Global Common and in different areas; construction contractors must also effect liaison and coordination with the relevant departments of the Association.

To accommodate this, the Association has decided to establish a coordination council of all contractors executing construction and other works within the Site. Official Participants shall instruct their construction contractors to participate in the council.

. Miscellaneous Matters

1. Traffic within the Site

For traffic within the Site, construction workers shall use existing roads and administrative roads. Bicycles are prohibited.

2. Meals

The Association plans to open a staff canteen in Global Common 5 during the Facility Construction period. For details, please contact the Association.

現 場 監 督 者 届

Notice of Appointment of Work Site Manager

Submitted: _____ 年 _____ 月 _____ 日 提出
(Y) (M) (D)

財団法人 2005 年日本国際博覧会協会 殿
To: Japan Association for the 2005 World Exposition

工事名 Title of work	
----------------------	--

政府代表名
Name of Commission General of Section _____

代理人名
Name of signatory in print and signature _____

下記のとおり、現場監督者を選任しましたので届けます。
We hereby serve notice of appointment of work site manager and deputy.

会 社 名
Company name _____
住 所
Address _____

電 話
Telephone _____

代表者名
Name of representative _____ (印)

現場監督者	氏 名 Name	役 職 Position	連絡先携帯電話番号 Contact: Cell-phone number
正 Work site manager			
副 Deputy work site manager			

現場監督者は、パビリオン等の設営工事中、工事現場に常駐し、設営工事の指揮・監督を行うものとする。

なお、現場監督者が何らかの事由で止む終えず工事現場を離れざるを得ないことが想定される場合には、公式参加者は、あらかじめ副現場監督者を選任しておき、当該者に指揮を代行をさせることができる。

Work site managers shall always be present at work site during Facility Construction in Pavilions etc. to direct and supervise work.

If work site manager is expected to be absent from site due to unavoidable circumstances, Official Participant may appoint deputy work site manger in advance to fill in while work site manager is away.

受付年月日 *Received: 年 月 日 (Y) (M) (D)	整理番号 第 号 *Reference No.
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工 事 着 工 届

Report on Commencement of Construction

財団法人 2005 年日本国際博覧会協会
 会長 豊田 章一郎 殿
 To: Dr. TOYODA Shoichiro
 Chairman
 Japan Association for the 2005 World Exposition

Date: 年 月 日
 (Y) (M) (D)

政府代表名
Name of Commissioner General of Section _____

代理人名
Name of signatory in print and signature _____ 印 (Seal)

2005 年日本国際博覧会会場において下記の工事に着手しますので届けます。
 We hereby report commencement of work as described below at site of 2005 World Exposition, Aichi, Japan.

記

工事名 Title of work			
工事場所 Location	コモンナンバー Global Common No.		
	施設名 Name of facility		
着手予定年月日 Estimated date of work commencement	_____ 年 _____ 月 _____ 日 (Y) (M) (D)		
完成予定年月日 Estimated date of work completion	_____ 年 _____ 月 _____ 日 (Y) (M) (D)		
仮設工事完成予定年月日 Estimated date of temporary facility work completion	_____ 年 _____ 月 _____ 日 (Y) (M) (D)		
工事責任者 Manager responsible for work	会社名 Company name 住所 Address	氏名 Name 電話 Telephone	TEL ()

注：１． 印の付いた欄には記入しないでください。

２．「仮設工事完成予定年月日」は、工事中仮設電力又は工事中仮設水道の供給工事を開始する場合に記入してください。

３．上記届には、以下の書面を添付してください。

工事事業者との間で締結した請負契約書の写し

施工計画書及び工事工程表

工事の実施に際して関係諸官庁の許可、認可、又は届けを行った場合には、当該申請書等の写し

Notes: 1. Leave spaces marked “*” blank.


2. Enter estimated date of completion of temporary facility work, if starting temporary electric and water supply facility work for construction.

3. This report should be accompanied by following documents:

Copy of contract agreement with construction contractor

Work execution plans and work time schedule

If participant has submitted application for approval, permission or notification to authorities concerned for work execution, copy of said application or notification

受付年月日 *Received: _____ 年 _____ 月 _____ 日 (Y) (M) (D)		整理番号 第 _____ 号 *Reference No.	
		工 事 完 了 届 Report on Completion of Construction	
財団法人 2005 年日本国際博覧会協会 会長 豊田 章一郎 殿 To: Dr. TOYODA Shoichiro Chairman Japan Association for the 2005 World Exposition		Date: _____ 年 _____ 月 _____ 日 (Y) (M) (D)	
政府代表名 Name of Commissioner General of Section _____			
代理人名 Name of signatory in print and signature _____ 印 (Seal)			
2005 年日本国際博覧会会場において下記の工事を完了したので届けます。 We hereby report completion of work as described below at site of 2005 World Exposition, Aichi, Japan.			
記			
工事名 Title of work			
工事場所 Location	コモンナンバー Global Common No.		
	施設名 Name of facility		
工 期 Work period	_____ 年 _____ 月 _____ 日 ~ _____ 年 _____ 月 _____ 日 (Y) (M) (D) (Y) (M) (D)		
工事完成年月日 Date of work completion	_____ 年 _____ 月 _____ 日 (Y) (M) (D)		
仮設工事完成年月日 Date of temporary facility work completion	建築基準法に基づく使用検査 _____ 年 _____ 月 _____ 日 Pre-service inspection under Building Standard Law (Y) (M) (D)		
	消防法に基づく使用検査 _____ 年 _____ 月 _____ 日 Pre-service inspection under Fire Service Law (Y) (M) (D)		
	その他 () _____ 年 _____ 月 _____ 日 Other (Y) (M) (D)		
工事責任者 Manager responsible for work	会社名 Company name		氏名 Name
	住所 Address		
		電話 Telephone	TEL ()
注：1 . 印の付いた欄には記入しないでください。 2 . 上記届には、以下の書面を添付してください。 工事完成図面 最終設計図書 Notes: 1. Leave spaces marked “*” blank. 2. This report should be accompanied by following documents: Completion drawing Final design drawing and specification			