

附件 4:

参建鲁班奖工程项目填报指南

参建鲁班奖工程项目监理企业：

第一步：进入中国建设监理协会官网选择会员登陆； <http://www.caec-china.org.cn/>

The screenshot shows the homepage of the China Association of Engineering Consultants (CAEC). At the top, there is a navigation bar with links to '首页' (Home), '关于协会' (About the Association), '新闻公告' (News & Announcements), '会员专区' (Member Zone), '政策法规' (Policy & Regulations), '诚信建设' (Integrity Construction), '团体标准' (Group Standards), '监理注册' (Supervision Registration), and '学习资源' (Learning Resources). Below the navigation bar, there is a large banner for the '全国建设监理协会秘书长工作会议' (National Association of Engineering Supervision Secretaries General Conference). To the right of the banner is a photo of several tall buildings. The main content area has sections for '协会动态' (Association News), '通知公告' (Notices & Announcements), '行业及地方动态' (Industry and Local Dynamics), and '会员专区' (Member Zone). A red box highlights the '会员专区' section, which contains links for '会员登录' (Member Login), '会员查询' (Member Query), and '会员需求' (Member Requirements). There is also a section for '中国建设监理与咨询' (China Construction Supervision and Consulting) with a '在线投稿' (Online Submission) button. On the left side, there is a sidebar with a blue header '《中国建设监理与咨询》' and a red banner '2022年征订开始' (Subscription begins in 2022).

第二步：登录单位会员账号选择办理中建监协单位会员业务；

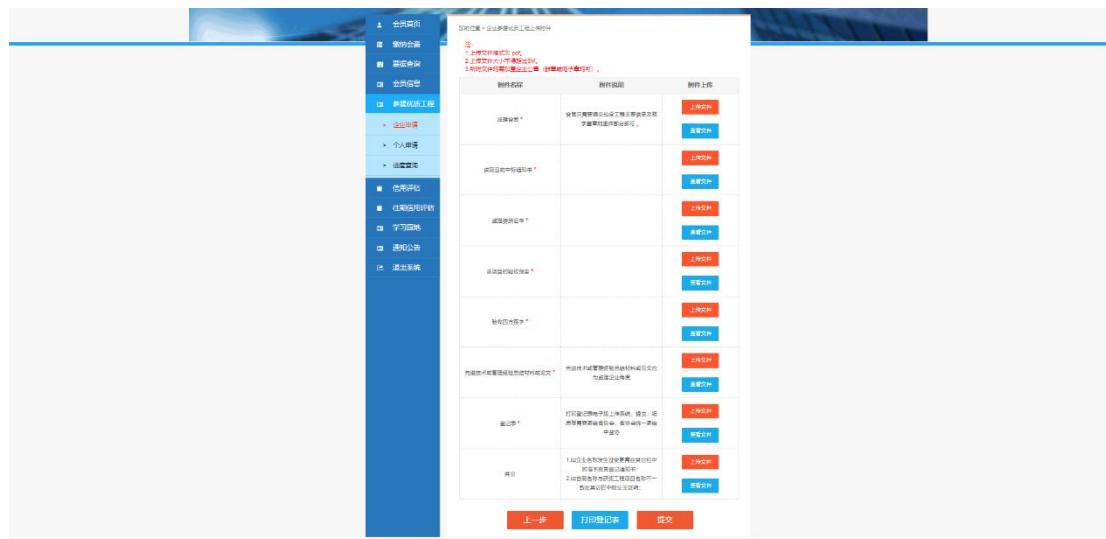
The screenshot shows the login page for the China Construction Supervision Association Member System. The background features a blue and white design with a building silhouette. At the top center, it says '中国建设监理协会' (China Construction Supervision Association) and '会员系统' (Member System). Below that is a search bar with placeholder text 'test123: 请选择办理业务'. Underneath the search bar are two large buttons: a blue one labeled '办理中建协个人会员业务' (Handle China Construction Association Individual Member Business) and a purple one labeled '办理中建协单位会员业务' (Handle China Construction Association Unit Member Business). A red box highlights the purple button. At the bottom of the page, there is a note in Chinese: '企业在办理个人会员业务时，企业登录的账号可以代表该企业向中国建设监理协会“单位会员”，只有提交入会申请并通过审核的企业才是“单位会员”，单位会员需要履行会员义务，每年按时缴纳会费。“仅办理监理工程师个人会员业务的企业无需成为单位会员。”'

第三步：进入企业申请-选择奖项-填报工程项目基本情况



The screenshot shows the 'Apply for Excellent Project' section of the member system. On the left sidebar, '企事业单位' is highlighted. The main form has a dropdown for 'Award Type' with 'Excellent Project' selected. Other fields include 'Project Name', 'Project Leader', 'Contact Person', 'Mobile Phone', and 'Office Phone'. A note at the bottom states: 'Please attach relevant materials such as contracts, certificates, reports,四方签章, project summary, or papers when applying for the award.' A 'Next Step' button is at the bottom right.

第四步：上传监理合同、中标通知书、监理资质证书、验收报告、验收四方签字、项目总结材料或论文和登记表等文件。



This screenshot shows the 'Upload Materials' step. It lists several required documents with their file names and upload buttons. The documents include: '监理合同', '中标通知书', '监理资质证书', '验收报告', '四方签章', '项目总结材料', and '论文'. Each row has a 'File Name' column, a 'File Type' column, and a 'Upload' button. A note at the top says: 'Please upload relevant materials such as contracts, certificates, reports,四方签章, project summary, or papers when applying for the award.' Buttons at the bottom include 'Back', 'Print Preview', and 'Submit'.

第五步：打印登记表，加盖企业公章，附齐相应纸质材料，提交到推荐协会。

监理企业名称	test123		
获奖名称	鲁班奖		
合同名称	11111		
联系人	test	联系电话	13811111111
邮箱地址	111111@qq.com		
办公电话	010-11111111		
参建该工程项目的监理工作简介: 123123123123 <small>我司承诺对所提供的信息及文件真实性、准确性负责。</small> <small>(企业盖章)</small> <small>年 月 日</small>			
<small>地方或行业协会审核意见:</small> <small>(协会盖章)</small> <small>年 月 日</small>			

注：本表填写后加盖企业、协会公章。

[打印](#)

参建鲁班奖工程项目总监理工程师：

第一步：进入中国建设监理协会官网选择会员登陆； <http://www.caec-china.org.cn/>
 （与企业申请相同）

第二步：登录单位会员账号选择办理中建监协单位会员业务（与企业申请相同）；

第三步：进入个人申请-选择奖项-填报总监理工程师和工程项目基本情况



The screenshot shows the user interface for applying for a Luban Award. The left sidebar has links for 'Personal Application' (highlighted with a red box) and 'Project Information'. The main form is titled 'Supervision of Excellent Projects' and includes fields for 'Award' (set to 'Luban Award'), 'Supervision Company Name', 'Project Name', 'Referee Unit', 'Name', 'Gender', 'Position', 'ID Card Number', 'Registration Supervisor Registration Number', 'Contact Phone', and 'Email Address'. A note at the bottom says 'Introduction of supervision work for this project'.

第四步：上传总监注册证、项目任命书、项目验收报告、验收四方签字、工作总结或论文和登记表等文件。

中国建设监理协会
会员系统

附件名称	附件说明	附件上传
总监的注册证 *		[查看文件]
该项目的任命书 *		[查看文件]
该项目的监理报告 *		[查看文件]
协议四方签字 *		[查看文件]
工作业绩证明文 *	工作业绩或监理文件为您提供 复印件或扫描件	[查看文件]
登记表 *	打印登记表电子版上盖别函、熟函、纸函或盖章寄给协会，普协会统一盖信 中国协	[查看文件]
其它	如所有以上所需资料及其他与项目有 业主意见的补充文件：	[查看文件]

下一步

第五步：打印登记表，加盖总监理工程师章（签名）和企业公章，附齐相应纸质材料，提交到推荐协会。

单位名称: test123

获奖名称						鲁班奖		
姓名	测试1	性别	男	职称	高级			
身份证号	410922199409261111		注册监理工程师注册号			11111		
联系电话	13711111111		邮箱地址			111111@qq.com		
参建该工程项目的监理工作简介： 1111								
本人承诺对所提供的信息及文件真实性、准确性负责，工作总结或论文为本人撰写。 (总监签字或盖章) 年 月 日								
企业意见： 我司承诺所提供的信息及文件属实。 (企业盖章) 年 月 日								
地方或行业协会审核意见： (协会盖章) 年 月 日								

注：本表填写后总监签字或盖章，加盖企业、协会公章，
打印