

DRAFT

 ©	PROJECT DESIGN GUIDES	A04
---	-----------------------------	------------

PROJECT DESIGN GUIDE A04 'DESIGN REVIEW & AUTHORITY PLAN'

Project Name: <i>Name</i>	Project No.: <i>Number</i>	Date: <i>Date</i>
-------------------------------------	--------------------------------------	-----------------------------

Document No.: **PDG-PDG-PRO-A04.0** Date Created: **30th Mar 2012** Date Revised:

DRAFT

Revision:	Revision description:	Revision date:
01		
02		
03		

Edited to be project specific / Revised by:	
Name:	Position:
Signature:	Date:
Checked by:	
Name:	Position:
Signature:	Date:
Authorised by:	
Name:	Position:
Signature:	Date:

DRAFT

Document Distribution:

Name	Company	Status	Date
		A	00/00/2012

Status key:
A – Action
I – Information

*DRAFT***The series of Design Management Guides currently includes:****CONTRACT**

PROJECT DESIGN GUIDE A00 'CONSULTANT APPOINTMENT STRATEGY AND CAM'

PROJECT DESIGN GUIDE A00.1 'COMPETENCE STATEMENT AND ASSESSMENT'

PROJECT DESIGN GUIDE A01 'SCHEDULE OF SERVICES (SOS)'

PROJECT DESIGN GUIDE A02 'DESIGN RESPONSIBILITY MATRIX (DRM)'

PROJECT DESIGN GUIDE A03 'DESIGN PROGRAMME & DELIVERABLES'

PROJECT DESIGN GUIDE A04 'DESIGN REVIEW & AUTHORITY PLAN'

PROJECT DESIGN GUIDE A05 'PROJECT QUALITY PLAN (PQP)'

PROJECT DESIGN GUIDE A06 'CONTRACT SCHEDULES & DESIGN PROCESSES'

DEVELOPMENT & DELIVERY

PROJECT DESIGN GUIDE D01 'DESIGN DASHBOARD'

PROJECT DESIGN GUIDE D02 'COMMUNICATIONS PLAN'

PROJECT DESIGN GUIDE D03 'DESIGN INFORMATION FLOW MAPPING'

PROJECT DESIGN GUIDE D04 'DOCUMENT PROTOCOLS'

PROJECT DESIGN GUIDE D05 *spare / BIM*

PROJECT DESIGN GUIDE D06 'RFI PROCEDURES'

PROJECT DESIGN GUIDE D07 'CHANGE CONTROL PROCEDURE'

PROJECT DESIGN GUIDE D08 'QUALITY CONFORMANCE'

PROJECT DESIGN GUIDE D09 *spare*PROJECT DESIGN GUIDE D10 *spare***LEAD**

PROJECT DESIGN GUIDE L01 'DESIGN MANAGEMENT AUDIT'

PROJECT DESIGN GUIDE L02 'CONSULTANT PERFORMANCE REVIEW & TREND'

DRAFT

1.0 Introduction

The purpose of the Design Review Plan is to ensure all parties understand their responsibilities with regard to the checking of and authorising of various design and contractual documents. The design review to be undertaken depends upon the stage of the project; early stages are dominated by strategy and brief, whilst later stages by compliance, detail and buildability. The purpose of design reviews is to identify deficiencies and instigate corrective action. Note, Design Council CABE reviews may be part of the early stages leading up to Planning submission. The employers/[clients](#) QA team reserve the right to see proof that design reviews have taken place and all resulting actions have been concluded.

2.0 Process

The process can be broken down into the following elements:

- a) WHAT – All designers information (design team and CDP) forming part of the design for the project at any stage of the project.
- b) WHY WHAT – To ensure validation and verification of all the design information, compliance with ISO 9001, CDM regulations, Planning permission & conditions, Building regulations, other stipulated standards and relevant Cost plan.
- c) WHEN – in accordance with the main contract programme and latest agreed/instructed design programme derived from it. The schedule in section 3.0 should be filled and managed as a living document, so all involved can plan ahead.
- d) WHO – Refer to section 5.0 Matrix of Signatures of Authority.
- e) HOW – in accordance with the following points, based on the latest consultants information (note this list is generic and is to be altered to be project and stage specific):
 1. Satisfies the requirements of the brief; and stipulated design standards
 2. Takes into account all special requirements identified in the quality plan;
 3. Takes account of feedback from previous similar projects, as appropriate;
 4. Satisfies regulatory requirements, specified standards and Practice standards;
 - Planning permission
 - Building Control
 5. Is in relation to overall Scope, for project, package or element;
 6. Takes into account the employers/[clients](#) Cost Plan;
 7. Takes into account the employers/[clients](#) contract programme;
 8. Cross-consultant / discipline co-ordination has been checked;
 9. All interfaces, within the project building and site boundary, including statutory services have been checked;
 10. Is reasonable, buildable and maintainable;
 11. Drawings and calculations have been checked for;
 - Geometry;
 - Co-ordinated tolerances;
 - Appropriate use of materials.
 12. Takes account of the findings of the previous review.

3.0 Schedule of Design Reviews

These Design Reviews are internal to the consultancy concerned. Design reviews are to be taken from the overall company schedule of reviews [as set out in the consultants QA \(ISO 9001\) procedures](#). Appropriate personnel from the consultants review team and other project consultants are to be present as required, depending on the nature of the review. It should be born in mind that these reviews [are part of the](#)

DRAFT

consultants QA procedures and do not replace the obligation to undertake Employer and/or Client design reviews.

Ref:	RIBA stage	Date planned	Date undertaken	Comments	Actions Signed off as complete
DR 01	Stage 1-3	00/00/2000	00/00/2000		Initial: Name:
DR 02	Stage 4				Initial: Name:
DR 03	Stage 4				Initial: Name:
DR 04	Stage 5				Initial: Name:
DR 05	Stage 5				Initial: Name:
DR 06	Stage 6				Initial: Name:

4.0 Matrix of signatures of authority

The purpose of this section is to ensure all parties are aware of who the signatories are and what the level of their authority is. It should also highlight to designers the importance placed on a thorough QA process by the employer and/or client. Only management staff of appropriate position in a company as set out in their companies quality procedures (ISO 9001) may authorise documents in relation to their seniority and/or specialism. Those undertaking checking tasks must be competent to do so, as dictated by qualifications and/or training and/or experience. It must be noted that consultants are responsible for validating all sub-consultants signatures of authority.

Matrix of signatures of authority should be split according to the hierarchy of the documents in question. The following list is provided for guidance.

- Contractual documents & Contract administration
- General correspondence
- Consultants own Design Information
- Co-ordination of other Consultants information (limited scope)
- Contractor Design - checked and authorised for compliance and co-ordination

Sample signatures are to be provided for all personnel named in this section.

Project name: / No.

DRAFT

Any changes in personnel effecting authorising or checking signatories must be agreed with the employers Project management team in advance, and notified in writing.

DRAFT

Contractual documents & administration

Company/ Division						
Consultant name	Chartership / Qualifications	Position	No of Years relevant experience	Authority	Document type	Validated by
				Check and/or Authorise	Appointment docs Warranties Relevant events Invoices Change control	

General correspondence

Company/ Division						
Consultant name	Chartership / Qualifications	Position	No of Years relevant experience	Authority	Document type	Validated by
				Check and/or Authorise	Letters Minutes Emails	

Consultants own Design Information

Project name: / No.

Last edited on: 11 Jan 2013

© Philip D G Yorke 2012

8 of 14

Company/ Division						
Consultant name	Chartership / Qualifications	Position	No of Years relevant experience	Authority	Document type	Validated by
				Check and/or Authorise	Early studies Basis of Design reports Design Reviews Package 1 Package 2 Package 3	

Co-ordination of other Consultants information

Company/ Division						
Consultant name	Chartership / Qualifications	Position	No of Years relevant experience	Authority	Document type	Validated by
				Check and/or Authorise	Early studies Basis of Design reports Design Reviews Package 1 Package 2 Package 3	

DRAFT

CDP – checked and authorised for compliance and co-ordination

Company/ Division						
Consultant name	Chartership / Qualifications	Position	No of Years relevant experience	Authority	Document type	Validated by
				Check and/or Authorise	Early studies Basis of Design reports Design Reviews Package 1 Package 2 Package 3	

DRAFT

Note: The above proformas should be extended as appropriate to include all relevant staff.

Note: The split of design information may vary between consultants by Package or Discipline.

Sample Signature

Print Name	Initial	Signature

DRAFT

5.0 Managing this document

This document must be kept up to date at all times.

DRAFT

DRR checked as complete by:	Print name: Signature:	Date:
DRR authorised as complete by:	Print name: Signature:	Date: