

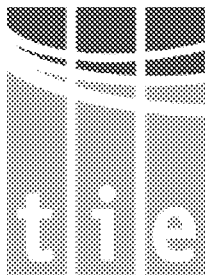
## MUDFA – Design, Work Order, Construction and InfraCo Handover Procedure

### Introduction

This document is intended to be read in conjunction with

### Procedure

1. SDS produce a utility design for discussion with the SUs. There may be more than one iteration.
2. SDS revise the design to produce the Issue for Approval (IFA) design. These are circulated to the SUs for formal design approval and to **tie** to allow a Record of Review (RoR) to be carried out (see DEL.MUDFA. ). The drawings are copied to AMIS to allow a Risk and Trade-off (RAT) review to undertaken (see DEL.MUDFA. )
3. **tie** and the SUs formally respond to SDS and give them approval to proceed to IFC.
4. SDS incorporate any comments from the SUs and **tie** and then issue the Issue for Construction (IFC) pack. At this point **tie** carry out a check to ensure that all the comments have been included and the CDM Coordinator carries out a review of the Residual Risk Register (RRR). Any comments are captured through the Design Technical Query (TQ) Process (see DEL.MUDFA.461)
5. **tie** produce Works Order (WO) Requirements (MUDFA clause 8.9) and issue them to AMIS.
6. AMIS produce a WO Proposal (MUDFA clause 8.10) within ten working days of receiving the WO Requirements and issue it to **tie**.
7. **tie** must accept (MUDFA clause 8.8.3.1) or withdraw (MUDFA clause 8.8.3.2) the WO Proposal within five working days of receipt. In order to confirm the WO Proposal, **tie** meet internally to discuss the Proposal. Further to the internal meeting, **tie** meet AMIS to clarify any queries regarding the WO Proposal. A written WO Confirmation (MUDFA clause 8.8.3) is issued thereafter, authorising AMIS to commence works.
8. **tie** issue the SUs with C4 estimates (see New Roads and Street Works Act 1992 (NRSWA)), method statements, risk assessments, RRR, the construction programme (to activity level) and IFC designs for the SUs own apparatus and the composite drawings. This enables the SUs to give their C5 (commercial approval, see NRSWA). The works can proceed without the C5 as technical approval has already been received.



9. AMIS are now authorised to commence the site works, in line with the agreed construction programme. During construction, if there are any site questions they are resolved through the Site TQ Procedure (DEL.MUDFA.464).
10. AMIS complete all the works cover by the confirmed WO and AMIS pass the handover information to **tie**.
11. As AMIS progress, **tie's** surveyor takes measurements in line with the As-built Information Scope (DEL.MUDFA. ), to allow them to produce the as-built records for InfraCo. In conjunction with this, AMIS produce their own records. The records AMIS produce are to be passed to the SUs to update their records. For the follow of information to InfraCo and the SUs, see DEL.MUDFA. SDS are copied into these records to inform the design of the track, where appropriate.
12. **tie** collate all the relevant hand over material for forwarding to InfraCo and the SUs.
13. InfraCo take over the site in line with the agreed InfraCo Construction Programme.
14. The SUs adopt the utility diversions once InfraCo has completed their works.