

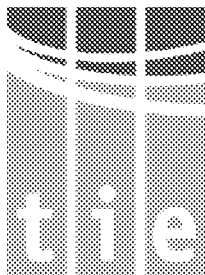
## MUDFA – Record of Review Procedure

### Introduction

In order to ensure that the SDS utilities design meets **tie's** needs, a formal review is carried out and this is documented through the Record of Review (RoR). This procedure details the process of reviewing utilities designs only and does not cover other disciplines. For guidance on how to carry out a RoR please refer to the Utilities Management Plan, Appendix 10 (COM-PROJECT CONTROLS-328).

### Procedure

1. SDS submit the Issue for Approval (IFA) design to **tie**, for review and comment.
2. The **tie** Technical Manager receives the IFA design and distributes the appropriate sections to the **tie** Review Team. The following individuals make up the Review Team: the Project Managers, the Design Manager and the Assistant Project Managers. Please note that the IFA design cannot contain the Residual Risk Register (RRR) as there may still be changes to the design that affect it. Hence, the CDM Coordinator (CDM-C) is not a member of the Review Team. The IFA design is also copied to AMIS for their information.
3. The individual reviewers compile their comments and pass them to the Technical Manager.
4. The Technical Manager collates the comments and adds his own overarching comments. The Technical Manager reviews the whole package, to ensure that the design is consistent over all the utilities.
5. The Technical Manager formalises the RoR on the agreed form (see Utilities Management Plan, Appendix 10 (COM-PROJECT CONTROLS-328) for an example). This is then issued formally to SDS for their action.
6. SDS take cognisance of the RoR and SU comments and update the IFA design, in order to submit the Issue for Construction (IFC) design. The IFC pack contains SDS' formal response to the RoR. This outlines what action has been taken against each point raised. It should be noted that **tie** can reject a design, which shall mean that SDS are required to reissue the IFA design. If this happens the review process goes back to step 1.
7. The Technical Manager issues the full IFC design to the CDM-C, for his comment. At this stage it does contain an RRR and this shall be the CDM-C main concern.
8. The CDM-C compiles his comments and passes them to the Technical Manager.



9. The Technical Manager, based on the comments received, compiles Technical Queries (TQ) for SDS. The Technical Manager reviews SDS' response to the RoR, to ensure all the points have been met. If he is not satisfied a TQ shall be raised. For guidance on the Design TQ Procedure see DEL.MUDFA.461. The TQs are copied to AMIS for their information.
10. SDS shall formally respond to the TQ and where appropriate reissue any documents. This is particularly important for the RRR, which has only been reviewed once. The design documents will only rarely require a reissue as they have been reviewed extensively.
11. The Technical Manager issues the responses and any new documents to the relevant member of the Review Team and/or CDM-C. If there has been a reissue the procedure for that document reverts back to point 7. AMIS are copied into all responses and new documents, for their information (in the case of RoR responses) and for their action (in the case of a new IFC document)