

Appendix C: Example Design Review Report Showing Iterations

Design Review Report

Project Title: Unnamed Highway – 25 to 50 SLK

Project Details

MRWA Project Manager:	Gavin Brown									
Designer:	AAA Consultants									
Items Submitted for Review:	Drawings numbered SK-001-A to SK-100-A & Design Report									
Background Info Provided:	None									
Project Manager's File:	Not known									
Extent of Review:	All aspects defined on the drawings									
Status of Project:	Concept	Concept Close Out	15%	15% Close Out	85%	85% Close Out	100%	100% Close Out	IFC	IFC Close Out
Date Delivered to Reviewer:	15/03/2018	19/04/2018								

Review Details

Reviewers:	Fred Smith (FS)									
Company:	Main Roads WA – Road and Traffic Engineering Branch									
Review Reference Number:	R 921/18	R 981/18								
Reviewer's File:	18/44451	18/44451								
Date of Review Completion:	29/03/2018	03/05/2018								
Aspects Considered:	<input checked="" type="checkbox"/> Geometry <input type="checkbox"/> Road Safety Barriers and Fencing <input type="checkbox"/> Drainage <input type="checkbox"/> Signs and Pavement Marking									
Design Objectives:	<input checked="" type="checkbox"/> Safety <input checked="" type="checkbox"/> Economy <input checked="" type="checkbox"/> Efficiency & Effectiveness <input checked="" type="checkbox"/> Environmental Sensitivity									

Instructions for the Design Review Process

The *Reviewer* supplies **advice only** to the *Project Manager*. This review shall be conducted in accordance with MRWA Design Review Guideline (Doc. No. D16#287778). The *Project Manager* takes all risk and responsibility for each item beyond the *Designer's* "Duty of Care" when they close out the items.

1. Main Roads WA - Road and Traffic Engineering Branch is to review the drawings/documents and provide "Reviewer Comments" in column 5 of the Design Review Table.
2. The *Project Manager* is to assess the "Reviewer Comments" and accept/reject each one. The PM can add comments in column 8 of the Design Review Table and may close out the items.
3. The *Project Manager* is to forward the remaining relevant "Reviewer Comments" to the *Designer* for the *Designer* to provide responses in column 6 of the Design Review Table.
4. The *Designer* is to forward the responses to enable close out of each of the "Reviewer Comments" to the *Project Manager*. The *Project Manager* can close out the "Designer response" at this stage in column 8.
5. The *Project Manager* is to forward the remaining (not closed out) "*Designer Responses*" to the *Reviewer* for reassessment/advice. The *Reviewer* is to reply in column 5 (refer to the colour convention) of the Design Review Table for a second or third round of comment/responses or complete the "Response Status" in column 7.
6. The *Project Manager* is to determine the final outcome of all review items and add close out comments in column 8 of the Design Review Table.
7. The *Project Manager* is to forward final outcome/close out to all "Reviewer Comments" to:

The *Designer* for design/amendments to proceed.

Road and Traffic Engineering for record keeping.

8. To ensure that all review comments are acted on, a single review table should be used for all phases of the design review process.

Project Manager

Date

This design review is not to be considered a comprehensive design verification and may not pick-up all the issues. It therefore is not an approval of the presented design. The consultant/designer has the duty of care to ensure that the design is compliant with all the Standards and Guidelines and conforms to the requirements and intent of the design brief and agreed amendments.

Notes:

1 Minor drafting errors and omissions were not raised as findings because it was anticipated that they would be picked up during the designer’s internal reviews.

Design Review Table

Importance		Comments & Responses	Response Status	
1	Critical issue. Fatal flaw.	For second round of comment/response use red text with initials & date. For third round use green text with initials & date.	Accepted	If resolved
2	Moderate importance. Non-compliance.		Noted	If designer to take responsibility
3	Observation only. Minor issue.		Pending	If necessary to see the next submission
			PM Directive	If PM is to decide the course of action and close out

Column 1 Item No.	Column 2 Reviewer Initials	Column 3 Reference	Column 4 Importance Reviewer	Column 5 Reviewer Comments Reviewer	Column 6 Designer Response Designer	Column 7 Response Status Reviewer (Initial & Date)	Column 8 Close Out Project Manager (Initial & Date)
Concept Design							
Geometry							
1	FS	SK-050-A	3	What provision has been provided for visually impaired pedestrians travelling between the traffic signal posts 1 and 2 or posts 7 and 8 for the intersection of Road A and B? Tactile marking details need to be added to the drawing. FS 29/04/2018.	Drawing amended as per discussions with MRWA. Locations where tactile markings are required have been shown on the drawing. RD 11/05/2018	Noted. FS 26/05/2018	Accepted. PM 27/05/2018

Reviewers

Signed

Date