

**Appendix A: Example Design Review Plan**

Design Review Point	Object of Activity	Timing/Date	Reviewers	Required Records
Ground Survey	Verify accuracy, completeness and compliance to standards. Review appropriateness for intended purpose.	Before commencing the concept design	Survey and Mapping Branch* Designer Project Manager	Review report Include impact in Preliminary Design Report Site visit report
Safety in Design	Ensure 201.8.2 Safety in Design (Standard Design Brief) has been completed.	Before commencing the concept design	Designer/Design Manager Manager Traffic & Safety, Manager Road and Traffic Engineering	Comment in Design Report File note
Concept Design	Review appropriateness. Approval in principal to Regulatory Traffic Control Devices (Traffic signals, Pelicans, Advanced Amber Waring Signs).	Before commencing the preliminary design	Project Manager/Senior Project Manager	File note, approval from Project Owner
			Road & Traffic Engineering*	Review report
			Designer/Design Manager Manager Traffic & Safety	Comment in Design Report File note
Preliminary Site Investigation	Review outcomes and assess impact on design and on the project.	Before commencing the preliminary design	Project Manager, Senior Project Manager	File note
			Bridge Branch**	Review report
			Materials Manager*	Review report
			Designer / Design Manager	Include impact in Preliminary Design Report
Waterways/Flood Analysis	Review outcomes and assess impact on design and the project.	Before Commencing the preliminary design	Project Manager	File note
			Designer/Design Manager	Preliminary Design Report
			Bridge Branch/Waterways Engineer**	Review report
Environmental Assessment & Management Plan (Includes Aboriginal (ethnographic, native title and archaeological), European, Japanese/Chinese, Heritage Council requirements for listed structures)	Review outcomes. Determine required clearances. Develop agreed Action Plans.	Before Commencing the preliminary design	Project Manager	File note
			Environment Branch*	Review report
			Designer/Design Manager	Include impact in Design Report
			Materials Manager	Review report
			DEP; CALM	Response letters
Preliminary Design	Review and amend design standards. Ensure design includes inputs from investigations. Ensure design meets stakeholder expectation.	Before commencing the detailed design	Project Manager	Letter/fax to Designer/Design Manager
			Road & Traffic Engineering*	Review report
			Senior Project Manager	ISA contractor responses
			Internal and external (Local Authority)	Memo/letters
			External Stakeholders Traffic Operations Manager***	Correspondence/meetings Review report

Design Review Point	Object of Activity	Timing/Date	Reviewers	Required Records
Detailed Geotechnical Investigation	Review outcomes and assess impact on design and on the project.	Before commencing the detailed design	Project Manager	File note
			Designer/Design Manager Senior Project Manager	Include impact in Detailed Design Report
			Bridge Branch**	Review report
			Materials Manager*	Review report
Road Safety Audit of Preliminary Design	Review Preliminary Design for Road Safety aspects.	Before commencing the detailed design	Project Manager	Memo, letter or facsimile engaging Road Safety Auditor
			Road Safety Auditor	Road Safety Audit Report
Consider possible Interim Review activities, including those that may be required to satisfy stakeholder requirements				
Detailed Design	Ensure design meets agreed standards.	Before commencing the design documentation	Project Manager	Letter/fax to Design Consultant
	Ensure completeness, accuracy and consistency.		Road & Traffic Engineering*	Review report
	Ensure Preliminary Design review and Road Safety Audit outcomes have been addressed.		Senior Project Manager	ISA contractor responses
	Ensure contractual issues implementation phase identified and addressed.		Contract Manager, internal and external (Local Authority)	Memo/letters/e-mails
			External Stakeholders Traffic Operations Manager***	Correspondence/meetings Review report
Road Safety Audit of Detailed Design	Review Detailed Design for Road Safety aspects.	Before commencing the design documentation	Project Manager	Memo, letter or facsimile engaging Road Safety Auditor
	Ensure Preliminary Design Road Safety Audit outcomes have been addressed.		Road Safety Auditor	Road Safety Audit Report
Contract & Technical Specifications	Ensure documents meet required standards (includes project-specific requirements) are complete and consistent.	Before advertising the tender	Project Manager	File note/fax to Design Consultant
			Independent Review by Contract Manager or Superintendent or Senior Project Manager	Memo/letters/e-mails
Design Documentation	Ensure Detailed Design review outcomes have been addressed. Obtain project owner approval for drawings and specification.	Before advertising the tender	Project Manager	File note
			Senior Project Manager Quantity Surveyor	Sign-off on drawings
Final Road Safety Audit of constructed road	Review outcomes and ensure design and identify opportunities for improvement.	Within one month of practical completion	Senior Project Manager	File note/letter to Project Owner

**Notes:**

- \* Indicates subject to availability of resources to complete the review within the required timeframe.
- \*\* If Bridge or Waterways are part of the proposed works.
- \*\*\* Only if traffic signals are part of the Works