



**mainroads**  
WESTERN AUSTRALIA

# **Electrical and ITS Design Review Request Procedure**

**ELECTRICAL ASSET MANAGEMENT BRANCH**

# Contents

<b>1</b>	<b>OBJECTIVE .....</b>	<b>3</b>
<b>2</b>	<b>SCOPE .....</b>	<b>3</b>
2.1	Electrical and ITS Design Review Request Definition .....	3
<b>3</b>	<b>ROLES &amp; RESPONSIBILITIES .....</b>	<b>3</b>
<b>4</b>	<b>DEFINITIONS .....</b>	<b>3</b>
<b>5</b>	<b>PROCESS .....</b>	<b>4</b>
5.1	Identify Technical Issue and Raise Technical Query/Request for Information Form .....	4
5.2	Raise Technical Query/Request for Information Form.....	4
5.3	Submit Technical Query/Request for Information Form.....	4
5.4	Electrical Asset Management Processing .....	5
<b>6</b>	<b>REFERENCES AND RELATED DOCUMENTS .....</b>	<b>5</b>
<b>7</b>	<b>APPENDICES .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
	Appendix 1: EAM Technical Query/Request for Information Form .....	<b>Error! Bookmark not defined.</b>

## Document Control

<b>Owner</b>	Steve Howells
<b>Custodian</b>	Pasan Tennakoon
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## Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.
A	20/06/2018	Initial Issue	
B	20/10/2021	Update of Process	
C	03/08/2023	Updated reference of Review Request Form	

## 1 OBJECTIVE

The objective of this procedure is to define the process of how Electrical and ITS Design Review Requests are made.

The intent is to ensure that design review requests are formalised, have the requisite relevant required supporting information, and are documented in a traceable and easily retrievable manner.

## 2 SCOPE

This procedure applies to all design review requests generated by third parties to the Electrical Asset Management Branch, both internal and external to Main Roads WA.

### 2.1 Electrical and ITS Design Review Request Definition

Electrical and ITS design review requests are requests made (from a number of potential personnel, including designers, project engineers, project managers, facilitators, etc.) to the Electrical and Asset Management (EAM) department to undertake technical reviews of designs and documentation created or developed in the undertaking of a project or works for MRWA.

In the course of any project or works there may be a number of iterations of design documentation, and a number of corresponding design stages (and subsequent Electrical and ITS design reviews) may result.

All formal requests for EAM to undertake an electrical and ITS design review, either as a once-off review, or part of a number of reviews, fall under this procedure.

This procedure does not define when design review are required to be undertaken, only the procedure to undertake a request.

## 3 ROLES & RESPONSIBILITIES

Role	Responsibility
PEAE	Owner of Procedure
ESE	Authorised to appoint design review leaders
EAM Personnel	If authorised by PESE, lead design reviews

## 4 DEFINITIONS

Term	Definition
EAM	Electrical Asset Management

Term	Definition
<b>MEAM</b>	Manager Electrical Asset Management
<b>PESE</b>	Principal Electrical Standards Engineer
<b>PEAE</b>	Principal Electrical Assets Engineer
<b>EDR</b>	Electrical (and ITS) Design Review
<b>MRWA</b>	Main Roads Western Australia

## 5 PROCESS

### 5.1 Identify requirement for Electrical and ITS Design Review

Design Review Guideline describes the design review practices for projects managed by MRWA. In the course of any civil project for MRWA, there is likely to be an electrical and/or ITS asset/s affected by said project. MRWA Electrical Asset Management manages Electrical and ITS Assets on the network, and undertake design reviews on these components of projects.

EAM also undertakes all design reviews of stand-alone electrical and ITS assets affected projects, and design reviews of traffic signal projects. Projects with electrical and ITS affected assets can originate from a number of MRWA areas, including Infrastructure Delivery Directorate (IDD), Network Operations (NO), Project Development (PD), and external works (e.g. a Local Government Agency (LGA)).

In all cases, it is the responsibility of the designated project manager to identify when an electrical and ITS design review is required, and to formally submit a formal electrical and ITS design review request.

The Electrical & ITS Design Review Request form is available for download from the MRWA website, under Electrical Asset Management.

### 5.2 Raise Electrical and ITS Design Review Request Form

The submitter of an Electrical and ITS Design Review Request must fill out the Electrical and ITS Design Review Request Form.

The submitter must attach/reference all relevant drawings and information to the design review request. This **MUST** include all **RELEVANT** drawings and documents, which may have a bearing on the review being undertaken by the Electrical Asset Management Branch. This may be in the form of an attachment to email URL link or internal SharePoint or Share Drive link for drawings and documentation. The submitter is to submit only designs related to electrical & lighting, ITS and traffic signals.

### 5.3 Submit Electrical and ITS Design Review Request Form

The submitter of the Electrical and ITS Design Review Request must send the Design Review Request Form and all relevant documentation via e-mail to the EAM Electrical & ITS Review inbox – [Elec&ITSReviews@mainroads.wa.gov.au](mailto:Elec&ITSReviews@mainroads.wa.gov.au)

The email subject heading must include the Project name, Stage of Design request and discipline.

#### **5.4 Electrical Asset Management Processing**

The design review coordinator from Electrical Asset Management will update the design review register, including an electrical design review (EDR) number, and assign an engineer to lead the design review.

EAM will endeavour to have the requested design review completed within 10 working days, whenever possible. The time for reviews to be completed can be affected by the number of drawings and documents submitted, lack of suitable support documentation, availability of knowledgeable resources, and inclusion of non-electrical and ITS specific related drawings and documentation in the review request.

A reply will be sent back to the originator by e-mail in the form of an Electrical Asset Management comment register sheet.

All design review comments are required to be closed out before the next review stage is submitted. Any subsequent reviews submitted without formal close out by EAM may not be reviewed.

If it is determined as necessary by the design review lead, relevant marked-up drawings and other documentation will be attached.

## **6 REFERENCES AND RELATED DOCUMENTS**

<b>Document Number</b>	<b>Description</b>
D23#734208	Electrical and ITS Design Review Request Form