SECTION M4 - DESIGN CHANGE CONTROL

OBJECTIVE

To ensure that major changes following the formal issue of design documentation are processed in a controlled manner. It should be noted that this procedure is not intended to be used before the formal issue of design documentation where changes occur as a normal progression of design development.

RESPONSIBILITIES

The Project Manager/Assistant Project Manager shall ensure major changes (e.g. change in design schemes, deviation from project's original scope of work, additional tenancy works, etc.) are reviewed, and assess the acceptability of changes. He shall obtain the Client's written agreement to changes before work commences where applicable.

The Project Manager/Assistant Project Manager shall maintain the Change Notes and Change Note Registers and distribute documents as required. He may delegates the tasks to a project team member.

PROCEDURES

1. Sources of Change

(a) Clients request for variations or additional work deviating from project's original scope of work.

(b) Amended drawing received from external organisation.

(c) Sub-consultants request for change.

(d) Tenancy works from interested 3rd party.

2. Change Note

It is the Project Manager/Assistant Project Manager responsibility to assess whether a Change Note should be raised and recorded. Change Notes need not be raised in minor instances not affecting plant/system design performance, compatibility, reliability, safety or operation. Generally, Change Note should be issued only after the formal issuance of design documentation where changes are considered as additional works.

When a requirement for change to design information or documentation is known, the Project Manager/Assistant Project Manager or his nominated delegates shall raise a Change Note and complete the "Description of Change" section. This may be hand written.

Change Notes shall be raised and sub-job nos. shall be issued and numbered in the following manner:

- 100 series – Changes which are not confirmed and may not constitute to reimbursement from Client but to record time spent for works deviating from the project's original scope of work. Sub-job number shall start from XXXX-101 (i.e. XXXX denoting project number).

- 600 series - Changes which are confirmed and constitute to reimbursement from Client or other interested 3rd party (e.g. tenants). Sub-job number shall start from XXXX-601 (i.e. XXXX denoting project number).

3. Assessment of Changes

The Project Manager/Assistant Project Manager shall assess the implication of the change and where required, circulate the Change Note together with the details of the changes to project team members for their input.

Each project team member shall indicate on the Change Note those items that are affected relevant to their discipline together with the estimated man-hours involved. The documents should than be passed to the next project team member or returned to the Project Manager/Assistant Project Manager.

Alternatively, the Project Manager/Assistant Project Manager may call for a meeting to gather all the required input.

4. Processing of Change Note

On receipt of the required information, the Project Manager/Assistant Project Manager shall:-

(a) Review the appropriateness of the information.

(b) Carry out an assessment and complete the "Effect on Programme" section of the Change Note.

(c) Identify whether the work is reimbursable or non-reimbursable.

(d) Obtain the Clients authorisation in writing, if required.

(e) Decide and authorise whether to proceed or not proceed with the changes.

(f) Distribute copies of the authorised Change Note to all relevant personnel as an instruction to proceed. Alternatively, advise all relevant personnel of the cancellation of the proposed change.

(g) The Project team member shall record the hours expended on a Change Note or group of Change Notes based on the Sub-Job No.(s). On completion of the change, the actual hours spent and Completion Date shall be recorded on the Change Note.

5. Records

The following records shall be maintained.

(a) Change Notes

(b) Change Note Register.

REFERENCE

Form M4.A - Change Note

Form M4.B - Change Note Register