

Level 3

Design Management Procedure

Owned By:



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RJ Power Networks.

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Page 1 of 8					
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REVISION RECORD

Issue	Date	By	Detail of Revision
01	Oct 2023	Martyn Lloyd Head of HSQE	Full Process Update. – First Issue.
02	Oct 2023	Martyn Lloyd Head of HSQE	Document review and update
03	Aug 2025	Martyn Lloyd Head of HSQE	Review and amendments to reflect company logo change to include Ipsum Group

Issue no:	03	Date:	Aug 2025	Parent Document:	IMS Manual
Revision Date			Aug 2028	Document Owner	Head of HSQE
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CONTENTS

REVISION RECORD 2

1. PURPOSE..... 4

2. SCOPE..... 4

3. ABBREVIATIONS..... 4

4. DEFINITIONS..... 4

5. PROCESS..... 5

5.1 Contract Start Up 5

5.2 Design Appointments 5

5.3 Design Documentation 5

5.4 Drawings..... 5

5.5 Design Risk Management 6

5.6 Design Review 6

5.7 Design Submittal..... 7

5.8 Submittal to the Client..... 7

5.9 Submittal to the Adopting Authority 7

5.10 Design to Construction..... 7

5.11 Design Changes on Site 7

5.12 Environmentally & Sustainable Design..... 7

6. RACI CHART 8

7. RECORDS 8

8. FORMS AND RECORDS ASSOCIATED WITH THIS PROCEDURE 8

Issue no:	03	Date:	Aug 2025	Parent Document:	IMS Manual
Revision Date			Aug 2028	Document Owner	Head of HSQE
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1. PURPOSE

- 1.1 The purpose of this procedure is to ensure that all design management interfaces within RJ Power are defined and properly managed to ensure effective communication and clear assignment of responsibility.
- 1.2 When the design and development process is outsourced, the supplier will meet the requirements of this procedure and provide objective evidence that the requirements were met.
- 1.3 Please also refer to RJ Power company specific Design Procedures:
 - RJ Power Connections - CPRO-210 Design Procedure,
 - RJ Power Networks – NPRO-? Design Procedure, (Currently in DRAFT)

2. SCOPE

- 2.1 The design management process is carried out under controlled conditions. All activities are planned and documented.
- 2.2 Designs are reviewed at appropriate stages and where applicable, validated.
- 2.3 The design and development outputs are verified before it is released for delivery of the works.

3. ABBREVIATIONS

CDM 2015	Construction (Design & Management) Regulations 2015
PM	Designated Project Manager
DM	Design Manager
CPE	Client Principal Engineer
DGN Files	CAD File Formats
CAD	Computer Aided Design

4. DEFINITIONS

RJ Power	RJ Power Group, RJ Power Connections, RJ Power Networks, RJ Power North.
PM	The PM will be appointed by the operations director
DM	The DM shall normally have Chartered Engineer status with the Engineering Council and be registered with an appropriate professional institution. The DM shall have appropriate demonstrable competence. Other auditable qualifications appropriate to the work being undertaken may be acceptable
Project Engineer	Minimum of 3 years demonstrable experience. Minimum HND in relevant discipline and preferably member of relevant professional institution.
Site Engineer	Minimum HND qualification in relevant discipline, seeking to become a member of relevant professional institution.

Issue no:	03	Date:	Aug 2025	Parent Document:	IMS Manual
Revision Date			Aug 2028	Document Owner	Head of HSQE
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5. PROCESS

5.1 Contract Start Up

- 5.1.1 The RJ Power Contract Start Up process is managed and detailed within the company specific procedures.
- 5.1.2 The contract start-up process details all requirements including responsibilities and timescales to ensure that a contract handover process takes place and is recorded on the to ensure all aspects of the new contract including the scopes of design to be undertaken are reviewed and understood by all the project team.

5.2 Design Appointments

- 5.2.1 All designs shall be carried out by suitably qualified, trained, experienced and competent persons appointed by the Design Manager.
- 5.2.2 All designs shall meet the current relevant legislation, specifications, and industry accepted standards, together with the adopting authority standards where applicable.
- 5.2.3 All designs shall be carried out in accordance with the requirements of the CDM Regulations 2015 regardless of whether the project is notifiable or not. Notifiable Projects shall be notified to the Health & Safety Executive, and the client shall be made aware of their responsibilities to appoint a Principal Designer (when required).
- 5.2.4 A Design risk assessment shall be carried out by the designer for each project to assess the Health & Safety and Environmental impacts of the project from a design perspective.
- 5.2.5 During the design phase, any discussions with the client, suppliers etc. and any variations to requirements shall be recorded and the record kept in the design file.
- 5.2.6 All designs shall be carried out by suitably qualified, trained, experienced and competent persons. Appointed by the Design Manager.

5.3 Design Documentation

- 5.3.1 All information relating to the design such as calculations, reports, drawings, assumptions, design tools etc., used shall be documented and logged on the **RJFOR-208-01 - Design Document Tracker** and a record kept in the contract design folder.
- 5.3.2 The quality of the drawings and other documentation issued to the others shall fully conform to the requirements of this system and be prepared in accordance with the agreed procedures.
- 5.3.3 Design documents and associated data, such as Transmittal Document forms, Request For Information forms and Technical Query forms will all be controlled, issued, and requested in accordance with our document control requirements as detailed in the company specific delivery management procedures.

5.4 Drawings

- 5.4.1 Each drawing document revision will follow the prefix letter and number combination.
- 5.4.2 Revisions should follow the sequence P01 (Preliminary drawing, first drawing issue number 1), A02 (Drawing for Approval, second drawing issue number 2), C03 (Approved for construction, third drawing issue number 3), Z04 (As built drawing, fourth drawing issue number 4).
- 5.4.3 Red lines, if applicable, will follow the “Approved for construction” version with a prefix RL (example C03-RL).
- 5.4.4 In summary, the above drawing could have a minimum of 4 versions, 1 per design stage.
- 5.4.5 Supporting documentation may accompany the submitted drawings, these could be but not limited to:
 - Design Risk Assessment (compulsory),
 - Calculations, Reports, Design Logs, Surveys, and any other relevant documentation,

Issue no:	03	Date:	Aug 2025	Parent Document:	IMS Manual
Revision Date			Aug 2028	Document Owner	Head of HSQE
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- Each supporting document must have its own ref. rev. title. All supporting documents must be listed by reference number revision and title on the design appendix.

5.5 Design Risk Management

- 5.5.1 The design risk management process starts with the design input requirements. As the design develops risks might be highlighted. To ensure that any risks are identified and to reduce risks, the risk management process is included into the design development.
- 5.5.2 Elements of a risk assessment include but are not limited to the following:
- Required approvals,
 - Requirements,
 - Geographical / political / ethical,
 - Delivery,
 - Manufacturing capability and capacity,
 - Suppliers make / buy decisions and supplier control,
 - Design capability and capacity,
 - Special processes,
 - Design complexity,
 - Manufacturing complexity.
- 5.5.3 The Design Manager is responsible for ensuring the **RJFOR-208-04 Designers Risk Assessment** is in place for each design contract.

5.6 Design Review

- 5.6.1 Where applicable to the design under consideration the DM or PM shall arrange for Technical Approval to be obtained from the identified competent person(s) or body in accordance with the appropriate engineering discipline standards.
- 5.6.2 An Acceptance Review is required for all Engineering Deliverables.
- 5.6.3 Additionally, the DM and PM shall liaise throughout the production of the design to confirm that it meets the requirements of the Project.
- 5.6.4 Where appropriate a single Acceptance Review may encompass several related design management deliverables, and the sample review may consider only a percentage of those deliverables in accordance with the overall risk categorisation and the review guidance provided by the DM.
- 5.6.5 The DM shall categorise the level of the review of engineering deliverables based on the following risk-based criteria:
- Supplier rating,
 - Complexity of the system and its interfaces with other disciplines and / or projects,
 - Potential risks,
 - Quality of engineering deliverables previously provided by the supplier,
 - Adequacy of the specification and deliverables provided by the client to the supplier.
- 5.6.6 The discipline Project Engineers shall apply review guidance issued by the discipline lead appropriate to their discipline, taking into consideration the overall categorisation specified by the discipline Project Engineers or CPE.
- 5.6.7 The review shall be recorded on **RJFOR-208-02 - Comment Review Sheet**.

Issue no:	03	Date:	Aug 2025	Parent Document:	IMS Manual
Revision Date	Aug 2028	Document Owner	Head of HSQE		Page 6 of 8
Uncontrolled when downloaded or printed.					

5.7 Design Submittal

5.7.1 All documents to be issued as part of the Design submittal to the client and / or Adopting Authority must be recorded on the **RJFOR-208-01 - Design Document Tracker** for the associated contract located within the design folder and be issued under the cover of a Transmittal Document in accordance with RJ Power Document Control Process.

5.8 Submittal to the Client

5.8.1 Where applicable, All proposed design shall be submitted by RJ Power to the Client for Acceptance in order that the proposed design for a project can be confirmed as:

- Compliant with the technical and engineering requirements of the Contract, product acceptance requirements, and applicable standards,
- Correctly integrated with all other designs, construction, and existing infrastructure,
- Having been reviewed for constructability and maintainability.

5.9 Submittal to the Adopting Authority

5.9.1 Where applicable, All proposed design shall be submitted by RJ Power to the Adopting Authority for Acceptance in order that the proposed design for a project can be confirmed as:

- Compliant with the technical and engineering requirements of the Adopting Authority.

5.10 Design to Construction

5.10.1 Once the design has been Accepted, the Design Organisation shall prepare 'Approved for Construction' copies of the designs, either identical to those Accepted, or amended based on feedback during the Acceptance process.

5.10.2 Any amendments to designs other than those amendments identified during the initial acceptance process or minor clerical errors shall be resubmitted for further acceptance as required.

5.10.3 Where an updated 'Approved for Construction' design is issued but acceptance is not required then a copy of the updated 'Approved for Construction' design shall be provided to the PM for their information.

5.10.4 'Approved for Construction' design shall be signed by the Designer, Checker and Approver.

5.10.5 Once the design to be issued for construction has been signed by the Designer, Checker, and approver it shall finally be approved and endorsed as 'Approved for Construction' by the DM.

5.11 Design Changes on Site

5.11.1 Where design changes are required on site due to unforeseen circumstances a **RJFOR-208-03 - Site Design Change Request** form will be completed by the Project Manager / Site representative Supervisor.

5.12 Environmentally & Sustainable Design

5.12.1 Environmental and Sustainable design is important, both process and product / service designers must take account of green issues. Interest has focused on some fundamental issues:

- The sources of inputs to a product / service,
- Quantities and sources of energy consumed in the process,
- The amounts and type of waste material that are created in manufacturing processes,
- The life of the product itself,
- The end life of the product.

Issue no:	03	Date:	Aug 2025	Parent Document:	IMS Manual
Revision Date	Aug 2028	Document Owner	Head of HSQE		Page 7 of 8
Uncontrolled when downloaded or printed.					

6. RACI CHART

Responsible	<ul style="list-style-type: none"> The person who actually carries out or performs the action, activity or task assigned. Responsible to ensure the action, activity or task gets done.
Accountable	<ul style="list-style-type: none"> The person who is ultimately accountable for the activity or task being completed appropriately. The responsible person is accountable to this person.
Consulted	<ul style="list-style-type: none"> Those that need to feedback and contribute to the action, activity, or task.
Informed	<ul style="list-style-type: none"> Those who receive output form the action, activity, or task or who have a need to stay informed.

Responsible	Accountable	Consulted	Informed
Design Manager	Directors	All Employees	All Employees

7. RECORDS

7.1 All records are retained and managed by our Procedure **RJPRO-201 – Document Control**.

8. FORMS AND RECORDS ASSOCIATED WITH THIS PROCEDURE

8.1 To ensure you are working on the correct version of any of the documents listed in the table below, please check **RJREC-201-01 Master Document List** to find out the current Issue no.

Document Reference:	Document Title:	Parent Document:
RJFOR-208-01	Design Documents Tracker	RPRO-208
RJFOR-208-02	Comment Review Sheet	RPRO-208
RJFOR-208-03	Site Design Change Request	RPRO-208
RJFOR-208-04	Designers Risk Assessment – <i>(Template)</i>	RPRO-208