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DESIGN QUALITY PLAN

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Abstract:  
This document describes the work required to perform design reviews.

**REVISION LOG**

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**DOCUMENT CHANGE RECORD**

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## 1.0 PURPOSE

This document establishes design review instructions, documentation requirements, scheduling of design reviews, criteria for action item closeout and the items to be defined at each level of review.

## 2.0 THEORY

Design review is used to enhance the probability of item or service success by identifying potential or actual design problems. The solution of identified problems is not attempted at the review but is assigned as an action item. Reviewing a design does not imply a lack of confidence in the designer – it is

To serve as a design reviewer indicates that your associates regard you as an expert.

## 3.0 DESIGN REVIEWS

All deliverable items must undergo

to assure it will not damage critical items.

### 3.1 Number and Type of Design Reviews

The number and type of design reviews will depend on

may require several reviews, including

may only require a single design review.

### 3.2 Scheduling Reviews

At the start of a project, Responsible Authorities must meet to determine

as early as practicable in the project. Sufficient time must be allowed for

### 3.3 Heritage Design Review

Designs that are qualified by another project

usage or changes in the interfaces.

### 3.4 Service Reviews

Service operations must be

### 3.5 Subcontractor Reviews

Provisions and services from subcontractors must be

referenced in the **Purchase Order**.

The Responsible Authority and appropriate support personnel must

### 3.6 Interfaces

Reviewers should devote extra attention to

For example –

should be reviewed

in detail.

### 3.7 Post Review Design Changes

Changes made to a design subsequent to a successful review should

not escape review.

Fully configured projects begin

### 3.8 Design Review Items

1. Requirements.

2. Design.

3. Reviewers.

4. Design Package.

5. Agenda.

6. Review Minutes.

7. Closeout of Action Items.

### 3.9 Inappropriate Items for a Design Review

is not a project

### 3.10 System Review Attendees

System review attendees should include

and relevant

## 4.0 Types of Design Reviews

### 4.1 System Level Reviews

#### 4.1.1 Baseline Design Review (BDR)

The BDR is held to assure that

will meet

keyed to the end of the

The BDR must be held early enough so that

At the latest, the

BDR should

be desirable to hold the BDR before

The BDR should address the following:

1.

2.

3.

4.

- 5.
- 6.

The output of the BDR consists of [REDACTED]  
[REDACTED] by schedule. The pre-release baseline design becomes [REDACTED]  
[REDACTED]

#### 4.1.2 Preliminary Design Review (PDR)

The PDR is the first review of the preliminary detailed design and is generally [REDACTED]  
[REDACTED] the more rigorous review. The PDR should address the following:

- 1.
- 2.

- 3.
- 4.
- 5.

6.

7.

8.

9.

The output of the PDR consists of [REDACTED]  
[REDACTED] for specific [REDACTED]

Formal configuration control procedures are applied concurrent with the release of the development documents.

#### 4.1.3 Final Design Review (FDR)

The system FDR is held immediately prior to [REDACTED] show the design meets [REDACTED]

The FDR should address the following items:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]

Completion of the FDR and resolution of its action items establishes [REDACTED] and Client interaction begins and [REDACTED]

### 4.2 Subsystem Level Reviews

Subsystem level reviews are held [REDACTED] to address too much at a single review.

Attendance is usually limited to [REDACTED] Electrical and mechanical system review packages should contain (as appropriate):

1. [REDACTED]
2. [REDACTED] d
3. [REDACTED]
4. [REDACTED]
6. [REDACTED]

### 4.3 Other Reviews

Some projects require [REDACTED] to supplant portions of certain [REDACTED] when establishing the schedule of reviews. Some projects schedule [REDACTED]



which focuses solely on [REDACTED]  
[REDACTED] other projects.

## 5.0 Design Review Packages

All design reviews require a review package. For all but the FPR, the package must

[REDACTED] with external attendees. If the package is delivered late, the review should [REDACTED]  
[REDACTED] The designer will often discover [REDACTED]

[REDACTED] that will be presented.

### 5.1 System Level Design Review Data Package (BDR, PDR, FDR)

System level review packages typically contain:

#	Document	Preparer
1	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]
4	[REDACTED]	[REDACTED]
6	[REDACTED]	[REDACTED]
7	[REDACTED]	[REDACTED]
11	[REDACTED]	[REDACTED]
13	[REDACTED]	[REDACTED]

## 6.0 Responsibilities

### 6.1 Project Manager

The Design Quality Control Manager (DQC Manager) is responsible for [REDACTED]

[REDACTED] The DQC Manager meets with the Designer of Record (DOR) to [REDACTED]

[REDACTED] Once the project is underway, review dates are [REDACTED]

[REDACTED] milestone dates. The DQC Manager is responsible for [REDACTED]

The DQC Manager works with the Chairperson and the Project Superintendent in the selection of

The DQC Manager prepares agendas, verifies presenters are prepared, verifies

The DQC Manager verifies action items are

## 6.2 Project Superintendent

The Project Superintendent is responsible for

The Project Superintendent must ensure

The Project Superintendent will action item closure should be referred to

## 6.3 Presenter

The Presenter is responsible for

everything possible to point of view.

## 6.4 Reviewers

Independent reviewers should be

but should not be All attendees at a review should consider themselves

encouraged to meet with

## 6.5 Chairperson

The Chairperson directs the review, keeps it on schedule, curtails debates and attempts

The Chairperson must ensure

The Chairperson should ensure

are not forgotten.

The Chairperson is the final authority in

Generally, if there is doubt about the



[Redacted] should meet briefly with [Redacted]. The Chairperson is responsible for [Redacted] of the design team. The Chairperson may [Redacted].

### **6.6 Section, Group and Department Supervisors**

Supervisors are responsible for [Redacted]. [Redacted] recognize design reviews as [Redacted] to do a professional job. Supervisors should recognize [Redacted].

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