

EXPRO National Manual for Projects Management

Volume 6, chapter 3

Design Change Notice Procedure



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Design Change Notice Procedure

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Design Change Notice Procedure

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Design Change Notice Procedure

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Design Change Notice Procedure

1.0 PURPOSE

The purpose of this procedure is to provide controlled revision of Technical documents, including drawings and specifications, after these have been Issued for Construction (IFC).

2.0 SCOPE

This procedure shall be used by all the government Entities in the design of all the infrastructure projects in the Kingdom of Saudi Arabia. The requirements set out in this volume shall be employed by the Entity on all their projects whether the design is performed by the Architect & Engineer (A/E) Contractor, Engineer, Procurement, Construction (EPC) Contractors or Specialty Design Contractors.

3.0 DEFINITIONS

3.1 Definitions

Items	Description
ENTITY	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.

3.2 Acronyms

Acronym / Abbreviations	Description
A/E	Architect & Engineer
DCN	Drawing Change Notice
IFC	Issued for Construction

4.0 REFERENCES

1. EPM-KE0-GL-000012 - General Engineering Procedures

5.0 RESPONSIBILITY

The Entity shall be responsible to ensure the implementation of this Procedure during the project construction phase. Any needed changes in the Procedure to be submitted by the Entity to the Mashroat for consideration.

6.0 PROCESS

The need for revision of the Technical documents post IFC may arise due to many reasons including response to a Technical Query, Entity initiated scope change, design error, etc.

Design Change Notice (DCN) is a set of technical documents intended to be either added to a Conformed Contract or to replace specified parts of the Conformed Contract. DCNs are initiated by A/E, approved by the Entity, implemented by the Contracts Group and executed by the Construction Contractor. Refer to Mashroat Projects White Book Volume 4 for Contract Procedures on managing changes to the conformed contract.

Design documents requiring minor revision post IFC, such as correcting tag numbers/document references/ typo corrections/hold removal, etc., that have no impact on construction or cost or schedule do not require to follow this procedure.

Following are the responsibilities for identifying, originating and approval of a DCN:

6.1 Responsibility of DCN Originator

- Discipline Engineer reviews the requests for a DCN from design/ construction/ Supplier
- Reviews and concurs with the required design change



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- Identifies design/ contract documents impacted by the change
- Obtains Construction approval before initiating design changes
- Ensures that the desired changes are discussed with appropriate engineering disciplines and determines other design documents impacted by the change and included in the DCN
- Provides change details to Project Controls/ Contracts with details of design/ quantity changes
- Initiates design document revision, gets checked and obtains Engineering approval
- Obtains document number from Document Management Group
- Prepares DCN Request (see **Attachment 1**) including an estimation for cost and time impact if any and issue for Concurrence/ Approval.

6.2 Responsibility of Project Controls

- Reviews DCN and assess Project cost/ schedule impact
- Reviews the final DCN documentation to ensure that it achieves the Scope of Work objective(s) within budget constraints
- Develops changes, if any, to the schedule quantities of the affected Contracts
- If required, develops trend and obtains approval
- Concurs with DCN.

6.3 Responsibility of Entity

- Reviews and approves DCN.

6.4 Responsibility of Contracts

- Reviews DCN and identifies changes in Contract documentations
- Assembles the package and issue to the affected Contractor(s) through Contract Change Notice.

6.5 Responsibility of Construction

- Reviews DCN and assesses construction schedule impact
- Implements the design changes at site.

7.0 ATTACHMENTS

1. EPM-KE0-TP-000020 - Design Change Notice Template



Design Change Notice Procedure

Attachment 1: EPM-KE0-TP-000020 - Design Change Notice Template

“Insert Project Name”																			
Discipline:		DCN No.																	
List Documents Requiring change:																			
Description of the Change:																			
Reason for Change: <table style="width: 100%; border: none;"><tr><td style="width: 20%;">☐ Client Request</td><td style="width: 20%;">☐ Construction Request</td><td style="width: 20%;">☐ Third Party Request</td><td style="width: 20%;">☐ Construction Error</td><td style="width: 20%;"></td></tr><tr><td>☐ Vendor Data</td><td>☐ Design Improvement</td><td>☐ Design Error</td><td>☐ Other (specify below)</td><td></td></tr></table>					☐ Client Request	☐ Construction Request	☐ Third Party Request	☐ Construction Error		☐ Vendor Data	☐ Design Improvement	☐ Design Error	☐ Other (specify below)						
☐ Client Request	☐ Construction Request	☐ Third Party Request	☐ Construction Error																
☐ Vendor Data	☐ Design Improvement	☐ Design Error	☐ Other (specify below)																
Other Affected Document(s) (list all affected Design Documents including those listed under List Document Requiring change above)																			
<table style="width: 100%; border: none;"><thead><tr><th style="width: 30%;">Document No.</th><th style="width: 10%;">Rev.</th><th style="width: 60%;">Title</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>					Document No.	Rev.	Title												
Document No.	Rev.	Title																	
Construction: ☐ Install per DCN (No Field Changes) ☐ Re-work Required																			
Comments:																			
Time Impact Estimation:			Cost Impact Estimation:																
Approvals:																			
Engineering:	Construction:	Project Controls:	Contracts:	Entity:															