

Failure to return the Submitted Items with 15 business days will result in Submitted Item deemed to have been returned endorsed with 'Level A - no comment'.

A flowchart outlining the stages of the RDD review procedure for the Project Team is available in Appendix H.

The RDD review procedure is being managed as two separate processes; Project Team Advisor Groups and Clinical Users Groups have been developed to help manage the review process and are discussed in more detail below.

4.5.2.1 Project Team Advisors

The NHSL Project Team and Technical Advisors will review the RDD Submitted Items to ensure the proposed design complies with Board Construction Requirements, Project Co Proposals and /or Reviewable Design Data and operational functionality. Table 4.3 indicates the NHSL and MML members responsible for the review of RDD Submitted Items.

Table 4.3: NHSL and MML review team

Department	NHSL Advisor	MML Advisor	Method of recording comments
Board Representative	Brian Currie	-	-
Lead Technical Advisor	-	Graeme Greer	-
Infection Control	[REDACTED]	-	-
Mechanical and Electrical	[REDACTED]	[REDACTED]	Electronically
	[REDACTED]	[REDACTED]	Electronically
Civil / Structural	-	[REDACTED]	Electronically
Architecture	-	[REDACTED]	Hard Copy
Fire Strategy	[REDACTED]	[REDACTED]	Electronically
Facilities Management	Jackie Sansbury	[REDACTED]	Electronically
	[REDACTED]	[REDACTED]	
Energy	-	[REDACTED]	Electronically
	-	[REDACTED]	
Acoustics	-	[REDACTED]	Electronically
Helipad	[REDACTED]	[REDACTED]	Electronically
	[REDACTED]	[REDACTED]	
Equipment	Jackie Sansbury	David Stillie	Electronically
	[REDACTED]	-	
	[REDACTED]	-	
	[REDACTED]	-	
Clinical Management	Janice Mackenzie	David Stillie	Hard Copy
	[REDACTED]	[REDACTED]	

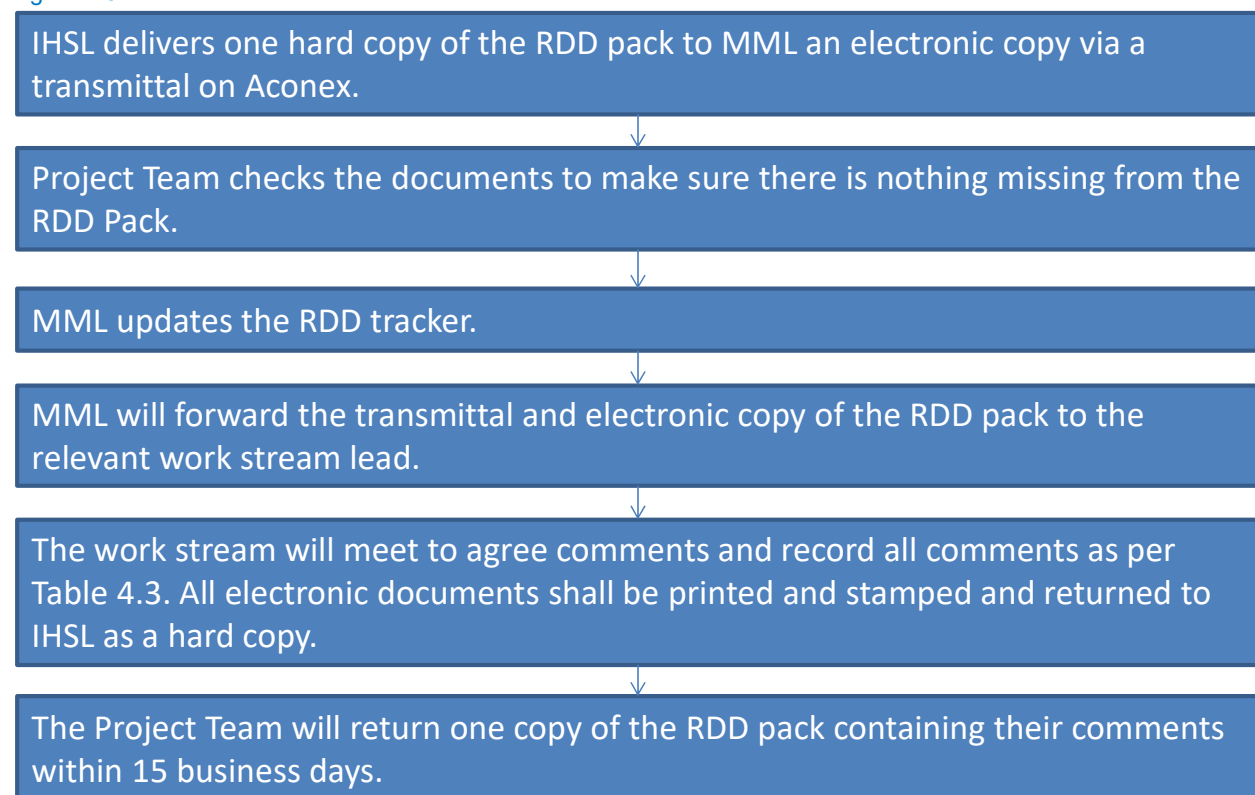
4.5.2.2 Management of Project Team Advisors RDD

To manage the flow of information and documents successfully throughout the RDD process, MML will keep a record of all documents submitted through Review Procedure. The RDD tracker will be a working document, updated and distributed to Project Team on a regular basis and will consist of the following:

- the date the RDD pack was received;
- all document numbers;
- the date the pack was issued to Project Team / Technical Advisors;
- the date the Pack needs to be returned to IHSL; and
- the status of the drawing / document reviewed.

An example of RDD tracker is available in Appendix I.

Figure 4.3: RDD Review Process



4.5.2.3 User Groups - Production Group Review

To ensure the clinical needs and interests of the project are fully incorporated, NHSL has engaged clinical and operational staff to review the Submitted Items. There are 70 departmental user groups involved in the review process to ensure that design and planning reflect clinical operational need.

The user groups have been divided up into 14 Production Groups (PG01-PG14), based on the BMCE construction sequence, to facilitate and streamline the review of all Design Data to suit the construction programme. The RDD process for user groups runs from April 2015 to March 2016.

- Appendix J presents the user groups and the date of the RDD Board meetings.
- The Production Group Programme is available in Appendix K.
- The Meeting Tracker for the user group meetings is available in Appendix L.

During the user group meetings, users will have the opportunity to have their comments recorded onto a single controlled copy of the Submitted Items.

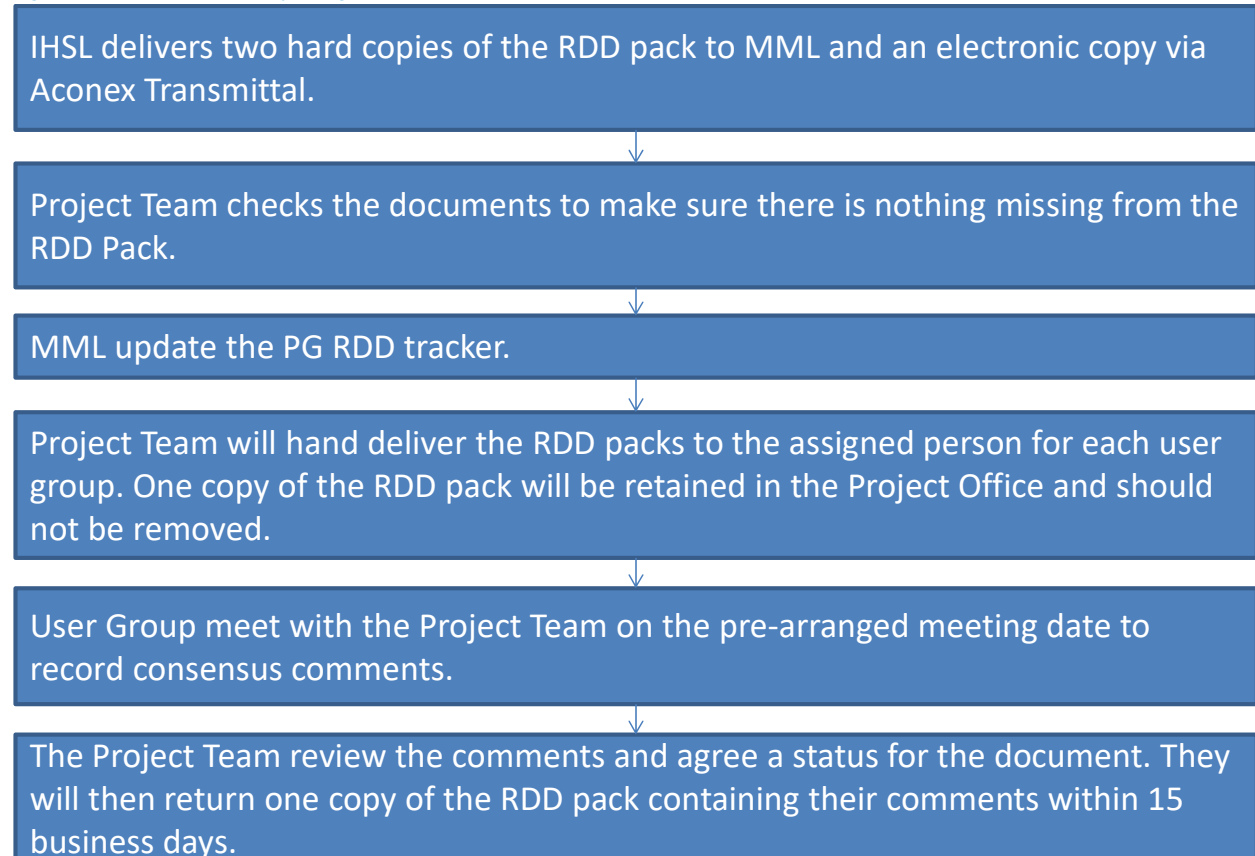
To manage the flow of information and documents successfully throughout the PG RDD process, MML will keep a record of all documents submitted through Review Procedure. The PG RDD tracker will be a working document updated and distributed to the Project Team on a regular basis and will consist of the following:

- the date the RDD pack was received;
- all document numbers;
- the date the pack was issued to User Groups;
- the date the Pack needs to be returned to IHSL; and
- the status of the drawing / document reviewed.

An example of PG RDD tracker is available in Appendix M.

The Figure 4.4 PG RDD Key Stages highlights the phases of the PG RDD process. For more detailed guidance please see the RDD guidance in Appendix H and refer to Schedule Part 8 (Review Procedure) of the Project Agreement.

Figure 4.4: PG RDD Key Stages



4.5.2.4 'Non Relevant' Comments

The process of commenting on the Submitted Items has been discussed and agreed with IHSL that the users and advisors will only provide comments on the information highlighted by IHSL. Any comments provided by the users / Project Team that are not associated with the highlighted area will be deemed not relevant by IHSL. It is the Project Team and the users responsibility to apply these comments to the relevant documents when they are issued. To facilitate this process, and to avoid any comments being forgotten, MML will keep a record of all comments deemed 'not relevant' on a Design Issues tracker in Appendix N. This document can then be reviewed when the relevant sections are issued.

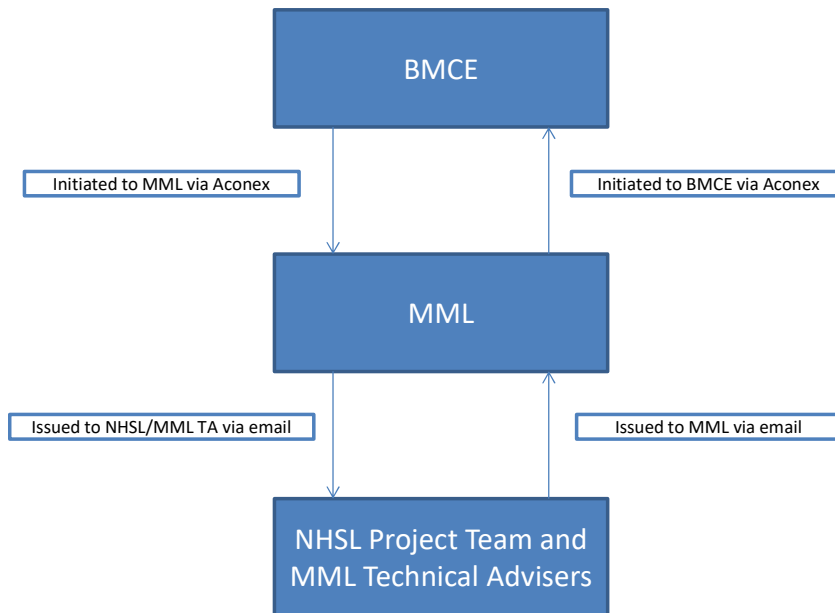
4.6 Request for Information (RFI) and Early Warnings

The RFI process is a non-contractual process to effectively record requests for information from all parties. It has been agreed that all parties will endeavour to respond to RFIs within 7 days and that all RFI will be issued via Aconex. Figure 4.5 illustrates the formal lines of communication between the NHSL and IHSL

An RFI tracker has been set up to monitor all requests and responses between the parties. The summary of this tracker is issued, via Aconex, to all parties on a weekly basis. The example of a tracker is available in Appendix O.

It should be noted that the tracker is a live document that is maintained and updated by MML. The tracker is saved in MML internal document storage.

Figure 4.5: RFI Flowchart



4.7 Printing

BMCE has procured Hobs Reprographics for the provision of all off-site printing required during the construction phase of the project. The Board are able to order prints from Hobs at the same rates agreed with BMCE. The rates are as detailed in Appendix P.

Hobs contact details:

Tel: [REDACTED]

Email: [Melville](mailto:Melville@hobs.co.uk) [REDACTED]