

Document Change Record

Revision	Date	Paragraphs Amended	Reason for Change	Auth. By
1	27/10/07	Draft only	Old system	N/A
2	28/02/08	New procedure	N/A	S.Hesketh
3	09/03/09	Part B procedure added	Addition of Major Projects	S.Hesketh
4	28/01/10	Part A procedure	Removal of 'Design Handbook'	S.Hesketh
5	16/03/10	Part B procedure	Register excluded from tender	S.Hesketh
6	14/02/13	2-4	Introduction of DMS	D.Taberner
7	19/08/13	None	Doc no change	D Taberner
8	03/07/17	QP07 Part B amended	New MP Procedure & Quality forms incorporated, P08 & QP07 combined as P08	S Hesketh
9	05/03/18	QP07 Part A amended and renamed, Part B omitted	To incorporate doc ref: ED-F009 into Engineering procedure	L Womersley & S Hesketh

1 Purpose

- 1.1 To summarise the methods used for carrying out Engineering Designs using MGF products for MGF customers as part of the services offered.
- 1.2 To clearly define the process by which a design is carried out and the lines of communication required across the organisation.
- 1.3 To ensure that the design requirements of the customer and relevant regulatory requirements and standards are met.

2 Related Documents

BS EN ISO 9001: 2008
 ED-D007 - Design Complexity Risk – Categorisation Guidance
 ED-F001 - Design Request Form
 ED-F002 - Verbal Soil Description
 ED-F004 - Engineering Design Check Form (Electronic Form)
 ED-F009 - Design Revision Request Form

3 Responsibility

- 3.1 It is the responsibility of the Engineering Director to ensure that this procedure is understood and implemented.
- 3.2 It is the responsibility of the Technical Sales Representative to insure all information required for a temporary works design is available and confirmed by the customer.
- 3.3 It is the responsibility of the Engineering Manager to determine the competency of Engineers to carry out reviews and checks.
- 3.4 Any changes to this procedure will be approved by the Engineering Director or Manager and issued by the Quality Management Representative.

4 Procedure

Refer to flowchart on page 2. Any emails, sketches, notes, check prints of designs and drawings etc. must be stored electronically in the job folder on the MGF network.

