|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DESIGN PACKAGE BRIEF (DPB) | DPB No. |  | DMP: |  |
| Project Name: |  | Design Package: |  |
| Project No: |  | Date: |  | Signal Job No. |  | Revision: |  |
| **Design Package Details** (SDM to complete) |
| **Project life cycle** | CONCEPT OUTLINE DESIGN | [ ]  | INITIAL DESIGN | [ ]  | DETAILED DESIGN | [ ]  | AMENDED DESIGN | [ ]  | AS-BUILT | [ ]  |
| **Submission Purpose** | FOR CORRELATION | [ ]  | ARTC ACCEPTANCE | [ ]  | AS DESIGNED (AFC) | [ ]  | COMMISSIONING | [ ]  | AS-BUILT | [ ]  |
| **Design Resource Allocation** |
| **ROLE** | **DESIGNER** | **DESIGN CHECKER** | **INDEPENDENT VERIFIER** |
| **Resource Name** |  |  |  |
| **ARTC ID#.** |  |  |  |
| **Engineering Authority?** | YES [ ]  N/A [ ]  | YES [ ]  N/A [ ]  | YES [ ]  N/A [ ]  |
| **Design Completion Date & Instructions** |
| **Target Completion Date:**  |  |
|       |
| **Design Outputs** |
| **ITEM No.** | **DESCRIPTION** | **ITEM No.** | **DESCRIPTION** |
| **001** |  | **002** |  |
| **003** |  | **004** |  |
| **Design Inputs** |
| **ITEM No.** | **DESCRIPTION** | **DOCUMENT REFERENCE** | **VERSION** |
| **001** |  |  |  |
| **002** |  |  |  |
| **003** |  |  |  |
| **004** |  |  |  |
| **005** |  |  |  |
| **006** |  |  |  |
| **007** |  |  |  |
| **008** |  |  |  |
| **009** |  |  |  |
| **010** |  |  |  |
| Continued page 2 (see over)? YES [ ]  NO [ ]  |
| **DPB Authorisation (SDM)** |
| Name  | Signature | Date  |

|  |  |  |  |  |
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| DESIGN PACKAGE BRIEF (DPB) | DPB No. |  | DMP: |  |
| Project Name: |  | Design Package: |  |
| Project No: |  | Date: |  | Signal Job No. |  | Revision: |  |
| **Design Inputs Continued** (from page 1) |
| **ITEM No.** | **DESCRIPTION** | **DOCUMENT REFERENCE** | **VERSION** |
| **011** |  |  |  |
| **012** |  |  |  |
| **013** |  |  |  |
| **014** |  |  |  |
| **015** |  |  |  |
| **Design Notes & Assumptions** |
| **ITEM No.** | **DESIGN NOTE or ASSUMPTION** | **RAISED BY:** |
|  |  |  |
| **Design Progress Record** |
| **ACTIVITIES COMPLETED** | **DESIGNER** | **DESIGN CHECKER** | **INDEPENDENT VERIFIER** |
| **Name** |  |  |  |
| **Signature** |  |  |  |
| **Date** |  |  |  |
| **DPB Complete and Approved (SDM)** |
| Name | Signature | Date |

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| DESIGN PACKAGE BRIEF (DPB) | DPB No. |  | DMP: |  |
| Project Name: |  | Design Package: |  |
| Project No: |  | Date: |  | Signal Job No. |  | Revision: |  |
| **Design Checking Completion Date & Scope** (SDM to complete) |
| **Target Completion Date:**  |  |
|  |
| **Design Documents to be Checked** |
| **DOC/DRAWING DESCRIPTION** | **REV** | **DATE** | **DOC/DRAWING DESCRIPTION** | **REV** | **DATE** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Proposed Design Checking Methodology** (Producer of design output to complete) |
| **[ ]  Technical Review****[ ]  Design Checking (peer from same team)****[ ]  Independent Design Checking****[ ]  Comparison with Proven Design****[ ]  Check Calculations/Estimates****[ ]  Development Test, Simulation & Modeling** | **[ ]  Inspection/Test****[ ]  Readability/Completeness/Accuracy Check****[ ]  Independent Spot Calculations/Estimates****[ ]  Independent Proof Calculations/Estimates****[ ]  Check Inputs****[ ]  Confirm System Integration** | **[ ]  Qualification Test or Demonstration****[ ]  Check Standards Compliance****[ ]  Check Physical Attributes****[ ]  Other (details)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Design Check Authorisation (SDM)** |
| Name | Signature | Date |
| **Actual Design Checking Methodology** (Design Checker to complete) |
| **Actual Checking scope and methodology:**[ ]  Per Checking brief scope (above)[ ]  Other (if varied from Checking brief, provide details below) |
| **Actual Design Checking Report** |
| **Checking Method Result** | ☒ | **Checking Method Result** | ☒ |
| Project design inputs are adequate and consistent | [ ]  | Design output complies with local and statutory requirements | [ ]   |
| Design output complies with and is traceable to inputs | [ ]   | Design methods, references, systems & equipt are current | [ ]   |
| Design output complies with client specified requirements | [ ]   |  | [ ]   |
| Safety In Design has been considered | [ ]   | Interfaces on multi-disciplinary projects are coordinated | [ ]   |
| Project design risks have been identified and managed | [ ]   | Output is economical and value for money | [ ]   |
| Design output complies with relevant standards and codes | [ ]   | Output is consistent with other project D&C activities | [ ]   |
|[ ]  Attached – Checker’s calculation records |
| ***I confirm that the required Checking has been carried out and that any errors, omissions or inconsistencies have been corrected in the deliverable and any issues recorded in the Check Defect Log (CVDL) have been satisfactorily closed out.*** |
| **ARTC ID No.** | **Name:** | **Signature:** | **Date:** |

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| DESIGN PACKAGE BRIEF (DPB) | DPB No. |  | DMP: |  |
| Project Name: |  | Design Package: |  |
| Project No: |  | Date: |  | Signal Job No. |  | Revision: |  |
| **Design Verification Completion Date & Scope** (SDM to complete) |
| **Target Completion Date:**  |  |
|  |
| **Design Documents to be Verified** |
| **DOC/DRAWING DESCRIPTION** | **REV** | **DATE** | **DOC/DRAWING DESCRIPTION** | **REV** | **DATE** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Proposed Design Verification Methodology** (Producer of design output to complete) |
| **[ ]  Technical Review****[ ]  Design Verification (peer from same team)****[ ]  Independent Design Verification****[ ]  Comparison with Proven Design****[ ]  Verify Calculations/Estimates****[ ]  Development Test, Simulation & Modeling** | **[ ]  Inspection/Test****[ ]  Readability/Completeness/Accuracy Verify****[ ]  Independent Spot Calculations/Estimates****[ ]  Independent Proof Calculations/Estimates****[ ]  Verify Inputs****[ ]  Confirm System Integration** | **[ ]  Qualification Test or Demonstration****[ ]  Verify Standards Compliance****[ ]  Verify Physical Attributes****[ ]  Other (details)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Design Verification Authorisation (SDM)** |
| Name | Signature | Date |
| **Actual Design Verification Methodology** (Independent Verifier to complete) |
| **Actual Verification scope and methodology:**[ ]  Per Verification brief scope (above)[ ]  Other (if varied from Verification brief, provide details below) |
| **Actual Design Verification Report** |
| **Verification Method Result** | ☒ | **Verification Method Result** | ☒ |
| Project design inputs are adequate and consistent | [ ]  | Design output complies with local and statutory requirements | [ ]   |
| Design output complies with and is traceable to inputs | [ ]   | Design methods, references, systems & equipt are current | [ ]   |
| Design output complies with client specified requirements | [ ]   |  | [ ]   |
| Safety In Design has been considered | [ ]   | Interfaces on multi-disciplinary projects are coordinated | [ ]   |
| Project design risks have been identified and managed | [ ]   | Output is economical and value for money | [ ]   |
| Design output complies with relevant standards and codes | [ ]   | Output is consistent with other project D&C activities | [ ]   |
|[ ]  Attached – Independent Verifier’s calculation records |
| ***I confirm that the required Verification has been carried out and that any errors, omissions or inconsistencies have been corrected in the deliverable and any issues recorded in the Verification Defect Log (CVDL) have been satisfactorily closed out.*** |
| **ARTC ID No.** | **Name:** | **Signature:** | **Date:** |

**Guidance Note on use of this Form:**

**Who fills it in?**

* The SDM is responsible for preparing the DPB.
* The designer, checker and independent verifier complete each of their relevant sections.
* The SDM is responsible for authorising the design, check and independent verification phases and the final approval.

**When is it used?**

* A DPB is to be created for each design deliverable, which must accompany the design during the design, check and independent verification phases.
* A new revision of the DPB may be required for a new revision of the same design deliverable

**What documents accompany it?**

* All the relevant ptroject design input documents that are required for the design deliverable.

**Explanation on completing key fields**

**DPB Identification Header** (Fill header details on page 1 only, pages 2-4 are auto-filled)

* **DPB Details:** *The DPB must have a unique identification number for design record-keeping.*
* **Project Details:** *Name, project number and Design Package description to be added.*
* **Signal Job & DMP Nos:** *The associated allocated signal engineering job number and DMP*.
* **Revision/Date:** *The current revision of the DPB and its date of revision.*

**Design Details (page 1)**

* **DP Details:** *Tick appropriate boxes.*
* **Design Resources:** *Names, IDs and confirmation of engineering authority to be added.*
* **Target Date & Instructions:** *Design target date and any special instructions to be added.*
* **Design Outputs:** *List design deliverables (usually only one deliverable per DPB).*
* **Design Inputs:** *List design inputs including (continue on pg2 if required):*

*Input project documents and applicable versions*

*ARTC standards applicable and their versions*

*Scope peculiarities associated with the deliverable*

*Interfaces to other deliverables and disciplines*

* **DPB Authorisation:** *SDM to sign and date authorisation for design to commence*

**Design Details (page 2)**

* **Design Inputs Ctd:** *List design inputs continued from page 1*
* **Design Notes & Assumptions:** *Designer to record any additional inputs used and relevant information to*

*support the design, including any assumptions made.*

**Checking Details (page 3)**

* **Target Date & Scope:** *Checking target date and checking scope to be added.*
* **Design Docs to be Checked:** *List design deliverables to be checked (usually only one deliverable per DPB).*
* **Proposed Check Methods:** *Designer to tick appropriate boxes describing check methodology required*
* **Check Authorisation:** *SDM to sign and date authorisation for check to commence.*
* **Actual Check Methods/Report:** *Checker to tick appropriate boxes describing actual check methodology used.*

*Checker to sign and date completion of the check.*

**Independent Verification Details (page 4)**

* **Target Date & Scope:** *Verification target date and verification scope to be added.*
* **Design Docs to be Verified:** *List design deliverables to be verified (usually only one deliverable per DPB).*
* **Proposed Verify Methods:** *Designer to tick appropriate boxes describing verification methodology required*
* **Verification Authorisation:** *SDM to sign and date authorisation for verification to commence.*
* **Actual Verify Methods/Report:** *Verifier to tick appropriate boxes describing actual verification methodology*

*used.Verifier to endorse with signature and date completion of the check.*

**DPB Close Out (page 2)**

* **Design Progress Record:** *Designer, Checker and Verifier to sign and date when they are satisfied that*

*their work is complete.*

* **DPB Complete & Approved:** *SDM must endorse the DPB to approve the process was properly followed to*

*complete the design. This signature officially closes out the DPB.*