Approval and Sign-off Requirements for Design Documentation on National Road Schemes

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Each document within TII Publications has a range of attributes associated with it, which allows for efficient access and retrieval of the document from the website. These attributes are also contained on the inside cover of each current document, for reference. For migration of documents from the NRA and RPA to the new system, each current document was assigned with new outer front and rear covers. Apart from the covers, and inside cover pages, the documents contain the same information as previously within the NRA or RPA systems, including historical references such as those contained within NRA DMRB and NRA MCDRW.

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NRA DMRB and MCDRW References

For all documents that existed within the NRA DMRB or the NRA MCDRW prior to the launch of TII Publications, the NRA document reference used previously is listed above under 'historical reference'. The TII Publication Number also shown above now supersedes this historical reference. All historical references within this document are deemed to be replaced by the TII Publication Number. For the equivalent TII Publication Number for all other historical references contained within this document, please refer to the TII Publications website.
Approval and Sign-off Requirements for Design Documentation on National Road Schemes

December 2013
**Summary:**

NRA GD 102 Approval and Sign-off Requirements for Design Documentation for National Road Schemes sets out the requirements for those individuals approving and signing-off National Road schemes designs prepared on behalf of their Design Organisation.

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PART 3

NRA GD 102/13

Approval and Sign-off Requirements for Design Documentation for National Road Schemes

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1. INTRODUCTION

General

1.1 This Standard shall be known as NRA GD 102 Approval and Sign-off Requirements for Design Documentation for National Road Schemes (NRA GD 102).

1.2 NRA GD 102 sets out the requirements for those individuals approving and signing-off on National Road schemes design, prepared on behalf of their Design Organisation and where the design has been based on the NRA DMRB.

1.3 Previously NRA GD 1 Introduction to the NRA Design Manual for Roads and Bridges (NRA GD 1) included a requirement that from 19th December 2013 those signing off on designs under the NRA DMRB are required to be recognised as professional engineers, i.e. to be Chartered Engineers, CEng. This requirement has now been removed from NRA GD 1, and is superseded by this NRA GD 102 standard.

Definitions

1.4 The following definitions shall apply to this Standard:

a) Design Organisation – the organisation responsible for the overall design including proprietary components;

b) Road Authority – the relevant Local Authority responsible for the Scheme, or the National Roads Authority for specifically defined Contracts such as PPP schemes, etc.;

c) Design Documentation - evidential material produced by a Design Organisation, prepared for the purposes of describing a proposed National Road Scheme, which can include, but is not limited to drawings, documents, models, calculations, photomontages, or any other record, used to describe the scheme; and

d) Identifier – written statement of an individual’s professional details, including name, professional engineer (or Chartered Engineer) qualification, the professional association or organisation certifying their qualification and the individual’s unique membership number or reference.

Implementation

1.5 NRA GD 102 shall apply to every stage of all new or on-going National Roads projects in Ireland.

National Road Projects Deliverables

1.6 The NRA Project Management Guidelines (PMG) sets out the deliverables (including design documentation) anticipated for a typical National Road project in Ireland. The deliverables for any particular project are specifically agreed by the project team on a project-by-project basis.
2. REQUIREMENTS FOR DESIGN ORGANISATION APPROVAL AND SIGN-OFF

Professional Recognition

2.1 The NRA requires that Design Organisations preparing design documentation for National Road schemes approve and sign-off such design documentation. Sign-off shall be executed by an individual in the Design Organisation and in the form of an original (handwritten) or digital identifier, which may form part of a digital, scanned or hardcopy document.

2.2 The individual within the Design Organisation responsible for approving the design documentation shall sign-off all documentation describing the design, by affixing their identifier in a manner that can be transmitted together with the design documentation and verified by inspection.

2.3 The NRA requires the individual within the Design Organisation responsible for approving the design documentation to be recognised as a professional engineer under Directive 2005/36/EC of the European Parliament and of the council on the recognition of professional qualifications. The title of Chartered Engineer (CEng) is noted as the relevant professional title in Ireland.

Approval and Sign-off

2.4 Approval and sign-off for the purposes of NRA GD 102 means either:

- The hand-written application of the individual’s identifier to i) each element of the design documentation, or ii) to a compiled list of design documentation covered by the approval; or
- The digital application of the individual’s identifier to i) each element of the design documentation, or ii) to a compiled list of design documentation covered by the approval.

2.5 Approval and sign-off may be demonstrated by affixing the individual’s identifier to a cover letter, issue register, design certificate or other appropriate means of recording approval of design documentation, once all relevant parts of the design documentation covered by the approval are suitably indexed.
3. REQUIREMENTS FOR EVIDENCE

3.1 The Design Organisation shall keep a record of approvals and sign-off of all design deliverables, which shall be available on request by the Road Authority.

3.2 Spot checks of the evidence of approval and sign-off may be undertaken by relevant project staff, on behalf of the Road Authority, as part of routine technical/administrative checking on the project.

3.3 The Design Organisation shall co-operate with any independent audit on the project, in so far as it is requested to produce evidence of approval and sign-off of design deliverables in accordance with NRA GD 102.
4. REFERENCES

4.1 National Roads Authority Publications:

NRA Design Manual for Roads and Bridges (NRA DMRB), generally and specifically:

NRA GD 1 Introduction to the NRA Design Manual for Roads and Bridges
NRA National Roads Project Management Guidelines
5. ENQUIRIES

5.1 All technical enquiries or comments on this document, or any of the documents listed as forming part of the NRA DMRB, should be sent by e-mail to infoDMRB@nra.ie, addressed to the following:

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