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| LOGO | *[name of organ of state]*  **S3: Acceptance of the design development report**  **(Version 1: October 2010)** |
| **Project / package no:**       **Title:**  **Brief description of the project / package:**    **Confirmed control budget for the project / package including VAT:** R | |
| Design Development Report  (i) The Design Development Report must, as necessary:  a) Develop, in detail, the approved concept to finalise the design and definition criteria.  b) Establish the detailed form, character, function and costings.  c) Define the overall size, typical detail, performance and outline specification for all components.  d) Describe how infrastructure, or elements or components thereof, are to function; and how they are to be safely constructed, be commissioned and be maintained.  e) Confirm that the project scope can be completed within the budget, or propose a revision to the budget.  Stage 3 is complete when the Design Development Report is approved. | |
| **Title of design development report:**  **Version:**    **Date:**  Attach the design development report to this form | |
| **Acceptance of the design development report recommended by:**  We the undersigned recommend the acceptance of the abovementioned design development report subject to the attached:   * conditions, if any; and * portions of the production information or manufacture, fabrication and construction information that is developed during Stage 4 (Design documentation) being submitted for acceptance prior to their issue to the contractor or acceptance by the contract manager, respectively.   *Note:*  ***Production informatio****n is information which provides the detailing, performance definition, specification, sizing and positioning of all systems and components enabling either construction (where the constructor is able to build directly from the information prepared) or the production of manufacturing and installation information for construction*  ***Manufacture, fabrication and construction information*** *is information produced by or on behalf of the constructor, based on the production information provided for a package which enables manufacture, fabrication or construction to take place*  *(check appropriate box(es))*  Conditions set:  **yes**  **no** Portions of production information require acceptance  **yes**  **no**  Portions of the manufacture, fabrication and construction information require acceptance  **yes**  **no**  *[name of person]* **Signature: Date:**  *[Designation e.g. end user / custodian]*    Conditions set:  **yes**  **no** Portions of production information require acceptance  **yes**  **no**  Portions of the manufacture, fabrication and construction information require acceptance  **yes**  **no**  *[name of person]* **Signature: Date:**  *[Designation e.g. facilities manager / security*  */ access control / ICT support services etc]*  Conditions set:  **yes**  **no** Portions of production information require acceptance  **yes**  **no**  Portions of the manufacture, fabrication and construction information require acceptance  **yes**  **no**  *[name of person]* **Signature: Date:**  *[Designation e.g. client / implementer]* | |
| **Design development report, subject to attached conditions and acceptances, approved by:**  *[name of designated person – see SCM policy]*  *[Designation]*  **Signature: Date:** | |