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| LOGO | *[name of organ of state]*  **S4: Approval of the Design Documentation Report**  **(Version 1: October 2020)** |
| **Package no:**       **Title:**  **Brief description of the package:**    Attach the portions of Design Documentation Report identified in the design development report that require acceptance by the persons named in the approval at gate Stage 3 (Design Development) prior to being issued to the contractor | |
| Design Documentation  (i) Design documentation provides:  a) the production information that details performance definition, specification, sizing and positioning of all systems and components that will enable construction;  b) the manufacture, fabrication and construction information for specific components of the work, informed by the production information.  Stage 4 is complete when the Design Documentation Report is approved. | |
| **Acceptance of the Design Documentation Report recommended by:**  We the undersigned recommend the acceptance of the attached Design Documentation Report requiring approval prior to being issued to the contract:  *Note:*  *Design Documentation Report 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*  *[name of person]* **Signature: Date:**  *[Designation e.g. end user / custodian]*    *[name of person]* **Signature: Date:**  *[Designation e.g. facilities manager / security*  */ access control / ICT support services etc]*  *[name of person]* **Signature: Date:**  *[Designation e.g. client / implementer]* | |
| **Design Documentation Report requiring acceptance approved by:**  *[name of designated person – see SCM policy]*  *[Designation]*  **Signature: Date:** | |