leep utilities

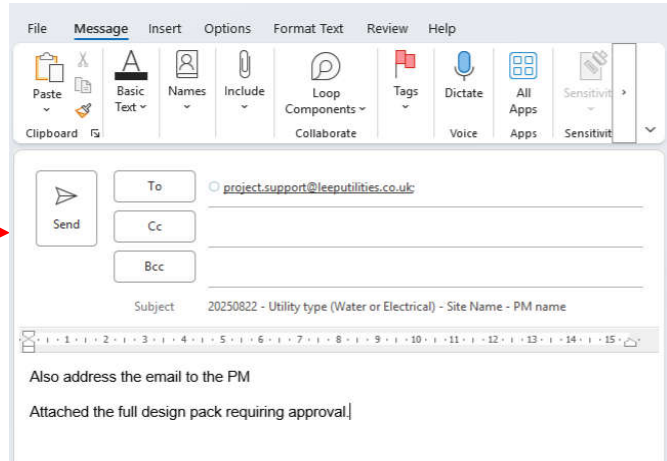
Design Approval Process

Developer or ICP (Design Submitter)
Prerequisites:
WIRs designs designed in accordance with local incumbent water authority.
Electrical designs designed in accordance with incumbent DNO and Leeps G81.
Your Leep PM can advise accordingly

1.0 - Developer or ICP (Design Submitter)
Responsible party, undertaking the NERS or WIRS design. Submit your design pack to Leep.
Please email all design approval requests to:
project.support@leeputilities.co.uk

Design Submitter - Process Note
To ensure your approval is processed efficiently please add the correspondence details, shown opposite.

Ensuring you include all the design data, required for full design



1 or 2

2.0 - Same Wkg Day - Leep Project Support (BOS team)
BOS Team Raise Leep internal ticket (RRD) to ensure request is mailed to

3.0 - Day +1 Leep PM
Check pack submission, raise PO, raise Task Instruction (TI), and send design pack, complete with TI and PO details to Design House.

3.1 - Leep PM - Process Note

Acknowledge receipt of design pack, by email, with Design Submitter, informing them that the pack is being reviewed for validity by Leeps Design House.

4.0 - Day +2 Leep PM
PM to confirm pack is with the Design House and that the submission qualifies as a valid design.

Design not Valid

4.1 - Leep PM

Notify the design Submitter and request missing material.

1

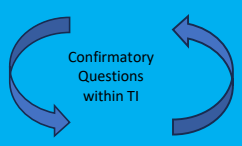
5.0 - Day +2 Leep PM
Design Valid - Design approval countdown Commences.
Refer to SLA for activity dependent dates.
This is Day 1 in terms of SLA countdown.

5.1 - Leep PM - Process Note
Accept RRD ticket from BOS Team.
Using the Design Framework App on the CSP Portal , raise new RRD ticket - For Services and SLA;s refer to the appropriate Water or Elec worksheet.
To expedite confirmatory RFI's, raised by the Design Approval House , please ensure that the appropriate email contact for the Design Submitter, is added to the Task Instruction (TI).

Where the Design House fails to respond to the TI or notify Leep, on the validity of the design, on the next business day, following pack submission, then it is deemed that the design is Valid and the SLA countdown, in RRD (CSP Portal) should be initiated.

6.0 - Design Submitter & Design House
Providing the design discussions (RFI's) are within the limits of the TI, then:

The Design Submitter and the Design House will have the freedom to be in direct communication. However discussions are limited to basic confirmatory questions. Any requirement for a variation or design change needs to be resubmitted as per activity 1.0



Leep PM will issue respective contact details to both the Design Submitter and

7.0 - Design House
Issue design report and feedback to PM

Design not Accepted

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7.1 - Leep PM
Based on design report feedback PM to Request design amendment & resubmission. PM to close RRD ticket.

Noting where a design house deems the design not accepted the Design Submitter will be resubmitting their amended designs as per a new submission, via the BOS team, Process 1.0 refers.

Design Accepted

8.0 - Leep PM
PM to send approval feedback to Design Submitter

8.1 - Leep PM - Process Note
Stop SLA countdown
Close RRD Ticket
Request invoice and pay charges