

# DESIGN

## A Guide to Global Design Audits

For internal use within Ramboll Buildings

**RAMBOLL**

SPECIAL EDITION

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## Prelude

### Robust Design Reviews and Design Audits

To ensure that all projects uphold Design Excellence, they are subject to multiple layers of design reviews. The first two layers are carried out locally on all projects, in accordance with the process described in Chapter 2. Their format and frequency are coordinated between the project owners and the local Design Directors or Heads of Design. The third layer is the Global Design Review, which is conducted on selected projects of a more complex nature.

The three layers are as follows:

#### **1. Interim Reviews**

These are carried out by the design team as part of an activity, work package, or design sprint. They take place during each stage to verify that parts of the design or interim deliverables meet the project requirements.

#### **2. Stage Gate Design Reviews**

These are conducted at the conclusion of a project stage. Their purpose is to provide an overview of the overall approach and solution, as well as how

it is communicated, rather than to undertake a detailed review of individual deliverables. They are performed locally by Directors and recognised experts, with support from the Head of Design where required. This review process is scalable, depending on the size and complexity of the project. The level of review should be agreed upon during project planning and documented in the Project Quality Plan.

#### **3. Global Design Reviews**

In Ramboll Buildings, Global Design Reviews are mandatory for Building projects with Project Level Ratings defined as “medium or high” and technical complexity classified as a difficult technical solution. The latest criteria for projects requiring mandatory reviews are available in the PI Tool or CRM and are updated from time to time, with the aim of streamlining the overall Design Review process with the input from Head of Design in each geography.

In addition to the minimum of one mandatory Global Design Review,

voluntary Global Design Reviews may also be arranged for projects that fall outside the mandatory criteria, where the project team sees value in doing so. Project owners are encouraged to coordinate with their country’s Head of Design in such cases. Details of Global Design Reviews are available in the PI Tool.

#### **Global Design Audits**

Global Design Audits also play a vital role in fostering a safe and creative environment. They ensure the safety, accuracy, and correctness of our designs. Details of Global Design Audits are available from the Head of Design in each Geography.

**This special edition is dedicated to Global Design Audits**

## 1. Introduction

Under the initiative of The Design Excellence Board, Ramboll Buildings shall operate a robust project Global Design Audit procedure with the purpose of:

1. Ensuring high quality of engineering consultancy service
2. Sharing of experience gained from previous projects across Ramboll markets and geographies

3. Ensuring a high level of conceptual and schematic design proposals for all Ramboll projects
4. Promoting a high level of option studies for value engineering
5. Ensuring safety and general compliance with prevailing codes and standards

All the above aims at ensuring numerical accuracy and correctness of calculations and analysis or design models. These are the minimum audit requirements within Ramboll. Where local codes or by-laws require bespoke audits, these take precedence.

## 2. Who - Design Team and Auditor

The Global Design Audit requires two parties to be involved:

### Design Team

The Design Team is formed by Ramboll staff directly involved in the design and execution of the project.

The Design Team should identify the right time for a Global Design Audit.

The Design Team should connect with the DEB to find an available and adequate Design Auditor.

The Design team should book the Design Auditor's time and provide him with sufficient time to carry out a Global Design Audit (minimally 3 weeks).

The Design team needs to prepare all drawings, document, design reports, and analytical model to allow the Global Design Audit. This includes a clear Basis of Design report.

The Design team should keep the DEB informed and copied in all communications.

### Design Auditor

The Design Auditor is a member of the DEB appointed with the scope of carrying out Global Design Audit for projects he is assigned.

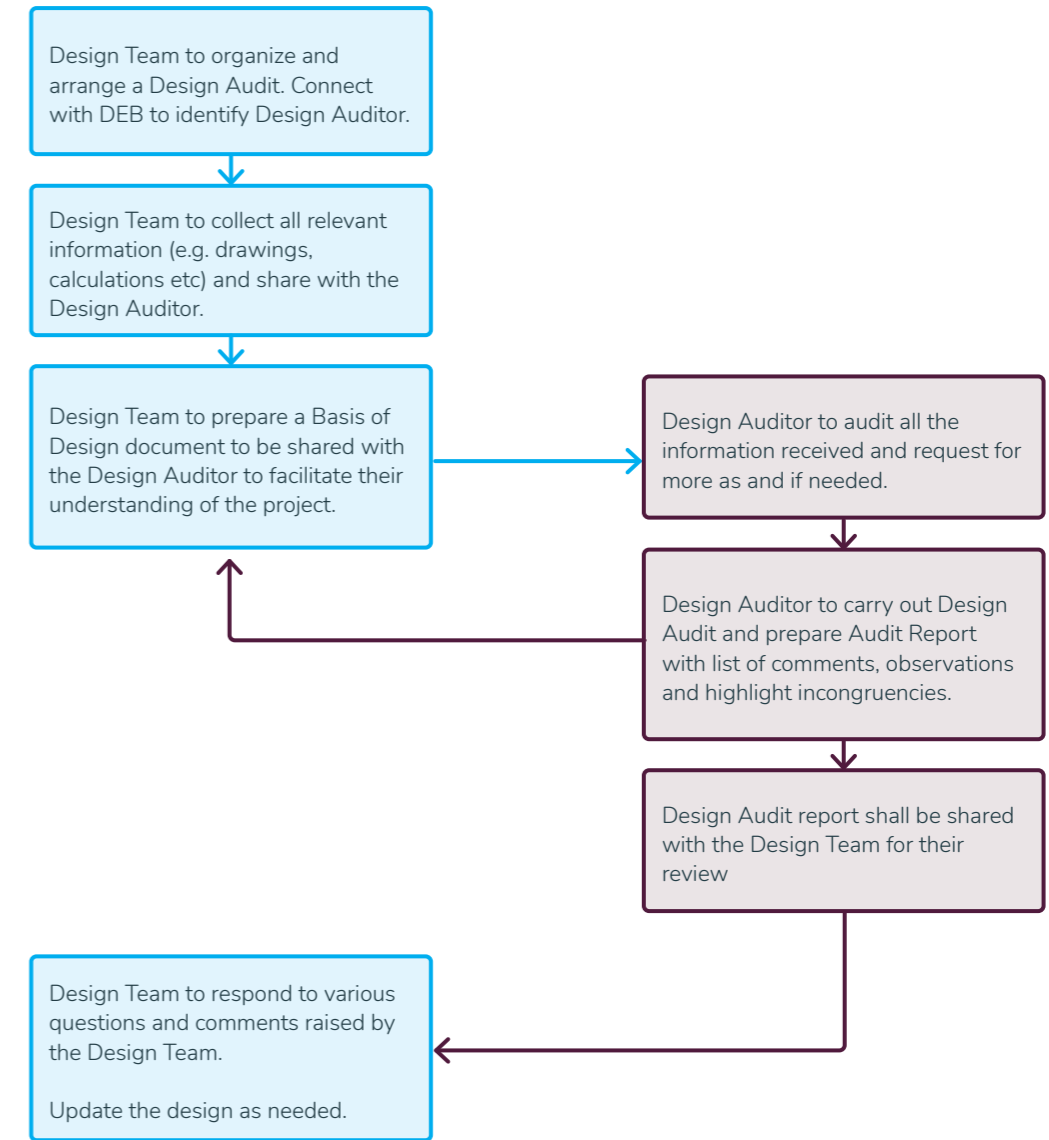
The Design Auditor shall study all the information received from the Design Team (including Basis of Design, analytical models, drawings, etc).

The Design Auditor should request for additional information where and when needed.

The Design Auditor shall audit all information provided and provide comments clearly documented in a report. The report is aimed at ensuring numerical accuracy and correctness of calculations. This should be based on a template provided by the DEB.

The Design Auditor shall highlight any incongruencies between the information received.

## 3. How - Procedure for the Design Audit



## 4. When - Timing for the Global Design Audit

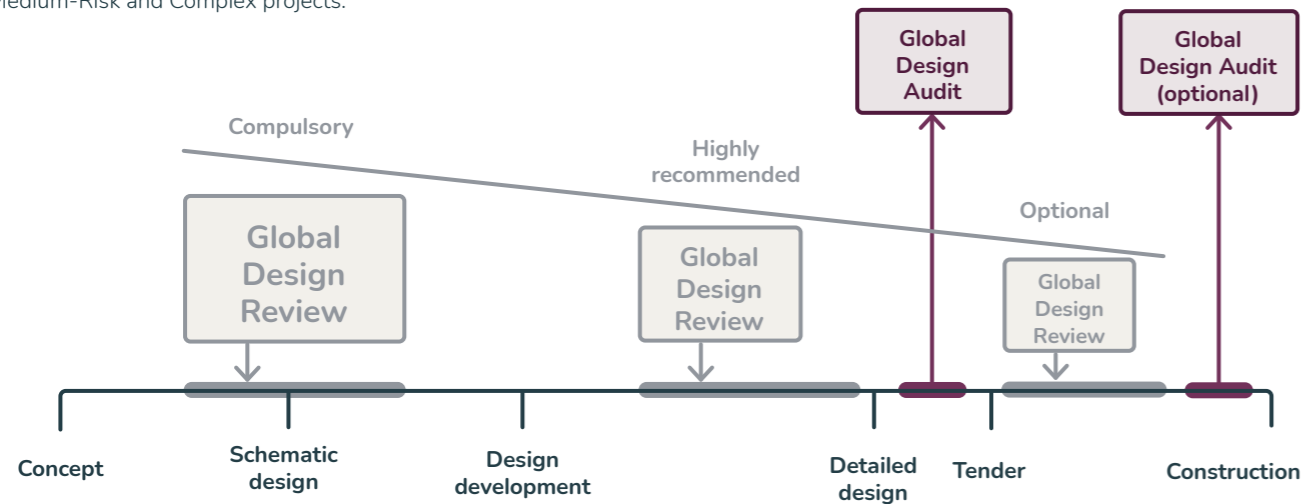
The Global Design Audit shall be carried out at least one time before the Tender Stage of a project. The Design Team is invited to organize more if and when deemed appropriate and required.

The Global Design Audit report shall be completed before the Tender calling

of a project so that changes and corrections can be made on time. The recommendation is to carry out a Design Audit after completion of Detailed Design. Further Design Audit could be carried out after Tender if needed.

## 5. What - Qualifying projects

All projects within Ramboll that have undergone a Global Design Review shall be subject to a Global Design Audit as well. This typically includes all High- or Medium-Risk and Complex projects.



## Appendix 1 Information Required for Global Design Audit

The Design Team shall collect and share the following information with the Design Auditor in order to facilitate the Global Design Audit:

1. Project information:
  - i. Location
  - ii. Typology
  - iii. Architectural Design intent
  - iv. Other project data
2. Basis of Design:
  - i. Codes and Standards
  - ii. Material or System Specifications
  - iii. Loading Assumptions or other design considerations
  - iv. Design principles
  - v. Acceptance criteria
3. Engineering Calculations
4. Engineering Drawings
5. Architectural Drawings
6. Other relevant information (e.g. available report carried out by other such as Soil Investigations, Geotechnical Report, Site Investigations etc)
7. Comments received from the Review Panel of the Global Design Review

Ramboll is a global engineering, architecture and consultancy company founded in Denmark in 1945. Across the world, our 18,000 experts create sustainable solutions.

We combine local experience with a global knowledge base to create sustainable cities and societies, driving positive change for our clients, stakeholders and society. We enable our stakeholders to realise their goals and navigate the transition to a more sustainable future.

## Bright ideas. Sustainable change.

DESIGN is a publication by the Design Excellence Board (DEB) within the Buildings Global Business Area in Ramboll.

The publication promotes and articulates the latest ideas on matters relating to design, technology, environment and ethos within the design industry and the built environment, at large. It aims to address key issues facing contemporary design professionals, including our evolving relationship with the natural environment; as well as pressing political and social agendas for the built environment.

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