

## CHAPTER C-9

### PROCEDURES FOR REVIEW OF DESIGN CHANGES DURING CONSTRUCTION

1. Purpose. This policy establishes the requirement that designers in Engineering Division review construction changes that have a significant impact on the design. The design changes include value engineering proposals, waivers, and system changes for both in-house and A-E design projects for Military, Design and Construction including O&M, HTRW Planning & Design & Construction, and Support for Others.
2. Applicability. This policy applies to all design personnel and Project Engineers within Engineering Division.
3. References. This policy is established in accordance with paragraph 6.j.(3), of HQUSACE Engineering Regulation No. 1110-1-12, dated, 1 June 1993, entitled, "Engineering and Design Quality Management."
4. Discussion. For the purpose of this SOP, Engineering Division defines significant design changes, as construction changes, which do any of the following:
  - a. Alter the appearance of the building/structure (interior or exterior), change utilities (interior or exterior), revise site including landscaping, all foundation changes, and changes to structural sizes, shapes, or method of connection.
  - b. Changes that require a review of design calculations or codes.
  - c. Changes that alter the materials, space arrangement, and location of built-in items and equipment required by the design.
5. Procedures. In conjunction with policy established by Construction Division, all construction changes, as stated in paragraph 1 above, that significantly change the project designs will be reviewed as follows:
  - a. Notification of design changes from the construction field offices will be forwarded through Project Engineering Section (EN-EP). Upon receipt of the information on the pending change, the EN-EP Project Engineers will forward the information to the appropriate design section for initial review. The reviewer, within the design section, will provide one of the following responses to EN-EP within a maximum of three (3) days.
    - (1) The change is necessary for reasons stated in the information provided, and the design change is acceptable.

(2) The change is necessary, and will not significantly impact the design.

(3) The change will significantly impact the design and needs additional review by the designer before proceeding with the change.

b. During construction site visits by Engineering Division designers, the designers will review modifications issued and pending changes on in-house designs. Any significant design changes noted will be discussed with the construction representative before departure, and documented in the trip report.

c. Review of changes to A-E design projects should be made by the A-E when possible and it is the responsibility of Construction Division to insure the information is forwarded to the A-E. A copy of the proposed change will be sent to EN-EP as information.