

Deviation from Standards Request Checklist and Form

Project Title:	
Applicant Company:	
Applicant Name:	
Contact detail:	
Date:	
Please ensure the following items has been provided.	Checklist
<ul style="list-style-type: none"> Provide summary and background of the design elements and works. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Describe the issue which requires to be addressed. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Where is the non-conforming item located in the supporting documentation? (Refer and highlight the section, document number, issue date, etc.) 	<input type="checkbox"/>
<ul style="list-style-type: none"> What is the standard requirement that the project cannot comply with. (Refer the requirement as set out in Icon Water's standard) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Why can't the relevant standard requirement be achieved? (Constraints shall be clearly identified) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Explain the consequences (Cost and Performance) of complying with the standard requirement. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Explain the alternative options been considered and rejected. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Describe the risk assessment undertaken to ensure the alternative solution does not adversely impact the safety and operation during the life cycle of the asset. 	<input type="checkbox"/>
<ul style="list-style-type: none"> What is the alternative solution proposed for the non-conforming item? 	<input type="checkbox"/>
<ul style="list-style-type: none"> List of supporting documents. (Site plans, profiles, drawings, photos and environmental, potholing, survey, geotechnical investigations): 	<input type="checkbox"/>

Project Reference:		Request Number	
Project Name:			
Project Stage:		Project Status: (select one)	<input type="checkbox"/> Concept Design <input type="checkbox"/> Detailed Design <input type="checkbox"/> Construction
Company:		Block, Section & Suburb:	
Document Reference:		Project Scope:	

Important Notes:

- This form is to be used by consultant and contractors to seek appropriate agreement to a deviation from existing Icon Water technical standards.
- All relevant information must be provided to support requests as final determination may be made based only on the documentation presented.
- Where multiple deviations are requested, each deviation must be submitted separately.
- Final acceptance of deviations from standards and guidelines is not confirmed until the completion of the final design issued for construction version.
- Designers and consultants must make every effort to comply with current Icon Water technical standards and guidelines and minimise the number of such deviation requests presented as part of the final detailed design plans to be issued for construction.

Project background

Provide a brief description and background of the design elements and works.

Issue description

Describe the issue which requires to be addressed.

Location of the non-conforming item

Where is the non-conforming item located in the supporting documentation (refer and highlight the section, document number, issue date, etc.)?

Reason of non-conformance

Why can't the relevant standard requirement be accomplished (constraints shall be clearly identified)?

Icon Water's Standard requirement

What is the standard requirement that the project cannot comply with (details of the relevant standard, including the specific clause or section that cannot be satisfied)?

Consequence of conformance

Explain the consequences (cost and performance) of complying with the standard requirement. For example, provide comment on the additional costs for complying with the approved standard, impacts on project time frames and the like.

Rejected alternative options

Explain the alternative options been considered and rejected.

Risk assessment

Describe the risk assessment undertaken to ensure the alternative solution does not adversely impact the safety and operation during the life cycle of the asset.

Proposed alternative solution

Describe the proposed alternative solution. Provide details on if the proposed design solution achieves the same or better results (e.g., safety, function, performance, cost, timing, environmental and community perspectives). Why is the proposed alternative the preferred option?

Existing Deviation Requests to be withdrawn/impacted

List the numbers of any existing deviation requests to be withdrawn if this request is agreed to. List the numbers of any existing deviation requests to be varied or will be impacted if this request is agreed to.

Supporting documents

List of supporting documents (site plans, profiles, drawings, photos and environmental, potholing, survey, geotechnical investigations, detailed design report, calculations, etc.).

Applicant	
Name	Position
Company	
Signature	
Date	

For Icon Water internal use. Does not convey acceptance of this request.

Having considered the proposed deviation, I:

Accept the proposed deviation as it will not have significant adverse impacts(s) on other existing standards or guidelines. Agreement in-principle is therefore granted to this request for the purpose of continuing with the proposed design.

Do Not accept the proposed deviation for the following reasons:

Technical Authority

Name		Position	
Signature		<input type="checkbox"/> Consulted with Technical Director	
Date			

Responsible Technical Officer

Name		Position	
Signature		Decision forwarded to applicant on	
Date			