

Drawing Services - 03 - Issuing of Drawing Numbers

Corporate Work Instruction

Hazards	Personal Protective Equipment	Tools & Equipment
N/A	N/A	N/A

Note: This work instruction should be read in conjunction with the other Drawing Instructions. Refer to the Overview of Drawing Instructions for details.

Note: Additional Drawings Work Instructions exist for the provision of Water and Sewerage Infrastructure in subdivisions, refer to Guidelines for Developers and Consulting Engineers (TRIM: D2007/24189); and provision of Power Infrastructure in subdivisions, refer to Power Networks Design and Construction Guidelines, NP001.10 Documentation Requirements (TRIM: QDOC2007/15).

Purpose: All PWC Drawings are to have unique drawing numbers managed by DPI Technical Records.

1. Drawing numbers are available upon request to the PWC Project Officer or PWC Regional Draftsperson. Drawing numbers are managed by Technical Records and are issued only via PWC staff.
2. Drawing numbers are prefixed with 'B' and the year eg: in 2005 a drawing was created and the number was B05-2011.
3. At the commencement of a New Year the prefix and numerical sequence will change. eg: for the year 2008 it will be B08-0001, B08-0002.

Project Drawing Numbering

4. Project drawings are to be allocated one drawing number per drawing; this number is **NEVER** to be used again.

The project drawing CAD file shall mirror the drawing number eg: drawing number = B06-0002

eg: CAD file name = B06-0002.DGN

If a project requires a sequential set of drawing numbers, these shall be distinguished by adding sheet numbers eg: "sheet 2 of 3" in the drawing title, reference to the other sheets eg: "1 of 3" and "3 of 3" are to be placed in the associated drawing box.

 Danger
  Caution
  Tag
  Environmental
  Permit
  Document

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