

## Drawing Services - 00B - Drawing Instructions for PWC Project Leader (Officer) in relation to PWC Consultants

## Strategic Management Work Instruction

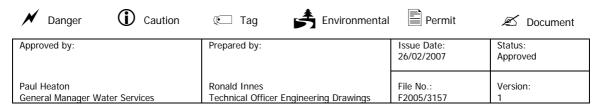
| Hazards | Personal Protective Equipment | Tools & Equipment |
|---------|-------------------------------|-------------------|
| N/A     | N/A                           | N/A               |

**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:** This document aims to identify those Drawings Work Instructions to be used by the PWC Project Officer procuring drawings from external contractors or consultants.

- 1. The PWC Project Leader / Officer shall be responsible for the co-ordination of Project Drawings.
- 2. The Project Officer could be:
  - a. The nominated Project Officer for a PWC initiated project.
  - The nominated Project Officer for an externally initiated project eg: A Department of Housing and Local Government funded project.
- 3. The PWC Project Officer has responsibilities for contractor safety as noted in Drawings Work Instruction number 00A, Drafting Contractor Safety.
- The PWC Project Officer will ensure the Contractor / Consultant is aware of their responsibilities in relation to the Drawings Work Instruction Number 00C, Drawing Instructions for PWC Consultants.



The Project Leader / Officer will approve all drawings at the nominated stages:

- 5. **Stage 1**: Preliminary Proposed: ie project review.
- 6. **Stage 2**: Approved for Construction: ie post award of the contract and pre-construction.
- 7. **Stage 3**: As Installed: ie post project completion and pre project hand-over.
- 8. All DGN and DXF files are to be checked for compliance with PWC drawing standards prior to acceptance.
- 9. On completion of the project, the Project Leader / Officer will hand-over to:
  - a. The administrator of the Drawings Database (ie. the Manager of DPI Technical Records), 1 x Microstation DGN file or AutoCAD DWG file, and 1 x PDF file.
  - b. The Regional drawing office, 1 x Microstation DGN file or AutoCAD DWG file, and 1 x PDF file.