

## 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.
  - b. 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.
4. 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.



Danger



Caution



Tag



Environmental



Permit



Document

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## Drawing Instructions for PWC Project Leader (Officer) in relation to 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.