 Eskom	Standard	Technology
---	----------	------------

Title: **Engineering Drawing  
Standard – Common  
Requirements**

Unique Identifier: **240-86973501**

Alternative Reference Number: **N/A**

Area of Applicability: **Engineering**

Documentation Type: **Standard**

Revision: **1**

Total Pages: **29**

APPROVED FOR AUTHORISATION



TECHNOLOGY ENGINEERING

DOCUMENT CENTRE ☎ X4962

Next Review Date: **November 2017**

Disclosure Classification: **PUBLIC DOMAIN**

Compiled by



~~J. Hendrick~~

CADD Office Manager

Date: 2014-11-27

Approved by

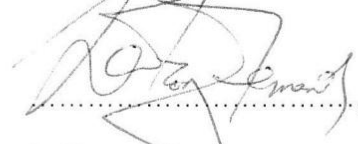


~~A. Menda~~

EPSS Manager (Acting)

Date: 2014-11-28

Authorised by




~~R. Menda~~

Senior Manager

Date: 2014-11-28

Supported by SCOT SC



~~SCOT SC Chairperson~~

SCOT SC Chairperson

Date: 2015-20-01

PCM Reference : **240-44509543**

SCOT Study Committee Number/Name : **Design System**

## CONTENTS

	Page
<b>1. INTRODUCTION .....</b>	<b>4</b>
<b>2. SUPPORTING CLAUSES .....</b>	<b>4</b>
2.1 SCOPE .....	4
2.1.1 Purpose .....	4
2.1.2 Applicability .....	4
2.2 NORMATIVE/INFORMATIVE REFERENCES .....	4
2.2.1 Normative .....	4
2.2.2 Informative .....	4
2.3 DEFINITIONS .....	5
2.3.1 Disclosure Classification .....	5
2.4 ABBREVIATIONS .....	6
2.5 RELATED/SUPPORTING DOCUMENTS .....	6
2.5.1 Related Work Instructions .....	6
2.5.2 Superseded Standards .....	6
2.5.3 Consolidated Reference Standards .....	7
<b>3. GENERAL DRAWING STANDARD .....</b>	<b>7</b>
3.1 PURPOSE .....	7
3.2 SCOPE .....	7
3.3 CODIFICATION .....	7
3.4 CAD SOFTWARE REQUIREMENT .....	8
3.5 DOCUMENTATION .....	8
3.6 CLASSIFICATION OF DRAWINGS .....	8
3.7 DRAWING CHANGE REQUEST .....	8
3.8 DRAWING WORKFLOW .....	9
3.9 REQUEST FOR DRAWINGS .....	9
3.10 ISSUING OF DRAWINGS .....	9
3.11 ISSUING OF NEW DRAWING NUMBERS .....	9
3.12 SUPERSEDED OR CANCELLED DRAWINGS .....	9
3.13 DRAWING CHECKING PROCEDURE .....	9
3.14 NONCONFORMANCE REPORTING .....	10
3.15 ELECTRONIC FORMAT OF DRAWINGS ISSUED TO ESKOM .....	10
3.16 REGISTRATION OF DRAWINGS .....	11
3.17 REVISION CONTROL .....	11
3.17.1 Preliminary Drawing Revision Numbers .....	11
3.17.2 Revision Information which is to be recorded in the Eskom Section of the Title Block .....	11
3.17.3 Revision Information which is to be recorded in the Contractor Section of the Title Block .....	12
3.18 CONTRACTOR INFORMATION BACKUP .....	12
3.19 STANDARD SEED FILES .....	12
3.19.1 Layer, Colours and Line Weights .....	12
3.19.2 Standard Text .....	12
3.19.3 Standard Dimension Style .....	13
3.19.4 Abbreviations .....	13
3.19.5 Projections .....	14
3.19.6 Section and detail labelling .....	14
3.19.7 Titling of Drawings .....	14
<b>4. STANDARD DRAWING SHEETS AND TITLE BLOCKS .....</b>	<b>14</b>
4.1 ESKOM STANDARD TITLE BLOCK .....	15
4.2 CONTRACTORS TITLE BLOCK .....	15
4.3 DESCRIPTION FOR COMPLETING TITLE BLOCK .....	16
<b>5. PAPER SIZES .....</b>	<b>19</b>

### PUBLIC DOMAIN

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

<b>6. ARCHIVING AND RECORDS STORAGE OF DRAWINGS AND ENGINEERING INFORMATION AND DOCUMENTATION</b>	<b>19</b>
6.1 META DATA REQUIRED	19
6.1.1 Drawing Meta Data	19
<b>7. AUTHORISATION</b>	<b>20</b>
<b>8. REVISIONS</b>	<b>21</b>
<b>9. DEVELOPMENT TEAM</b>	<b>21</b>
<b>10. ACKNOWLEDGEMENTS</b>	<b>22</b>
<b>APPENDIX A : STANDARD LAYERS</b>	<b>23</b>
Appendix B : drawing checklist	28

## FIGURES

Figure 1: Standard Title Block	15
Figure 2: Contractors Title Block	15

## TABLES

Table 1: Text Style Settings for A4 and A3 Drawings	13
Table 2: Text Style Settings for A2, A1 and A0 Drawings	13
Table 3: Description detail for Title Block	16
Table 4: Sheets Sizes	19
Table 5: Drawing Meta Data	19
Table 6: Standard Drawing Layers	23

## PUBLIC DOMAIN

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

## 1. INTRODUCTION

The need arose to consolidate all Eskom Drawing Office Standards to improve and streamline consistency in the Engineering Divisions.

An **engineering drawing**, a type of technical drawing, is used to fully and clearly define requirements for items to be engineered or manufactured.

Engineering drawing (the activity of drafting) produces engineering drawings. More than merely the drawing of pictures, it is also a type of language, a graphical language that communicates ideas and information from one mind to another. Most importantly, it communicates all needed information from the engineer who *designed* a part to the people who will *make* it.

## 2. SUPPORTING CLAUSES

### 2.1 SCOPE

This document defines general rules and code of practices to be followed by all designers and drafters to produce design drawings of consistent and professional quality. The accuracy and adequacy of the design and drafting work and its compliance with the applicable standards remain the responsibility of the designer or draughtsperson. Nothing contained in this standard shall be construed as relieving the designer or drafter of the individual responsibility for producing quality drawings.

#### 2.1.1 Purpose

The purpose of the this document is to define the standard and requirements that must be followed by all internal Eskom Drawing offices(s) and Contractors', for production and control of all Eskom Drawings

#### 2.1.2 Applicability

This document shall apply throughout Eskom Holdings Soc Ltd - All Divisions.

### 2.2 NORMATIVE/INFORMATIVE REFERENCES

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

#### 2.2.1 Normative

[1] ISO 9001 Quality Management Systems.

#### 2.2.2 Informative

[2] 240-83904158 – CADD Office Workflow Guideline

[3] 240-85194150 – EPSS CADD Office Work Request form

[4] 32-6 Eskom Documentation Management Procedure

[5] 36-1 Standard for Management Systems Document, Correspondence and Records

[6] 36-2 Writing and Controlling Management Systems Documents

### CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

## 2.3 DEFINITIONS

Definition	Description
As Built Drawing	Drawing which is verified as an exact representation of a plant or a section of a plant that has been completely built.
Check Print	Drawing which is printed and utilized for verification of a drawing during the drawing checking procedure.
Contractor	A party appointed by Eskom to render services.
Data Mining	For the purposes of this standard Data Mining shall be the extraction of Text Tagged data from Computer-aided Draughting (CAD) drawings.
Controlled Copy	A copy of a document held by a documentation/satellite centre or by a designated individual that has the guarantee that it is the latest and current valid revision. This copy shall be clearly stamped in red 'CONTROLLED COPY'. All controlled documents that are printed will be considered valid for a maximum period of 24 hours. Users shall always reference back to the EDMS for the latest version of a document.
Deviation/Notification Process	This process is the initiator of engineering activities to permanently address plant deficiencies or incidents.
Draughtsperson	A person responsible for the creation and updating of drawings, in accordance with this standard.
Functional Process Flow Diagram (FPFD)	Diagram showing all or a recognizable portion of the process, complete with a material and/or heat balance sheet. It contains details of operating parameters such as flow rate, temperature and pressure.
Piping and Instrumentation Diagram (P&ID)	Diagram which shows limited details of the mechanical and electrical components, pipework and ducting, and identifies all the measuring points and control elements that are necessary to measure and control that process.
Plant System	A collection of plant components connected in such a way that each will perform a unique process, thereby achieving specified performance parameters.
Preliminary	A drawing which is produced to convey ideas and proposals prior to approval and which has not been accepted for construction. The approved Preliminary drawings are used for the implementation on site, there after the as built drawings will be marked up and updated.
Primary Process Flow Diagram (PPFD)	Diagram which indicates the major process as well as the process values through all or most of the main plant items of a given power station or system.
Project Configuration Files	The customized set-up files that must be utilized in conjunction standard Eskom tools Piping and Instrumentation Diagram/Process and Instrumentation Diagram (P&ID).
Secondary Process Flow Diagram (SPFD)	Secondary process flow diagram is similar to the Primary Process Flow Diagram (PPFD), except that it only deals with one particular system or subsystem of plant, and in more detail.
Text Tagging	For the purposes of this standard Text Tagging shall be the process of adding electronic text tags into a CAD drawing for the purpose of data mining.

### 2.3.1 Disclosure Classification

**Public Domain:** Published in any public forum without constraints (either enforced by law, or discretionary).

### CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

## 2.4 ABBREVIATIONS

Abbreviation	Description
BU	Business Unit
CAD	Computer Aided Draughting
DGN	Bentley MicroStation Drawing File Extension
DWG/DXF-	AutoCAD Drawing File Extensions
ECSA	Engineering Council South Africa
EDMS	Electronic Document Management System
EPSS	Engineering Process & System Support
IEC	International Electrotechnical Commission
IT	Information Technology
KKS	Kraftwerk Kennzeichen System (Identification System for Power Stations)
MWP	Megawatt Park
NCR	Non-conformance Report
NEC	New Engineering Contract
OHSA	Occupational Health and Safety Act of 1993
PBS	Plant Breakdown Structure
PDF	Adobe Portable Document Format
Pr Eng	Professional Engineer registered in terms of the Engineering Profession Act, 2000
RFQ	Request for Quote
RFT	Request for Tender
SoW	Scope of Work
TIC	Technical Information Change
TIFF	Tagged Image File Format

## 2.5 RELATED/SUPPORTING DOCUMENTS

### 2.5.1 Related Work Instructions

36-944	Latest	General Standard Instruction for General Drawing Software Configuration
36-945	Latest	Generation Standard Instruction for P&ID Draughting
36-946	Latest	Generation Standard Instruction for Electrical Draughting

### 2.5.2 Superseded Standards

The following Eskom Standards are superseded by this document.

Document No.	Title
167A/143	Drawing Office Practice
GGG 0450	Guideline to Acceptance of Contract Drawings
GGG 0182	Process Flow Diagrams and Piping Instrumentation Diagrams

## CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

GGs 0315	Standard Drawing Practice
GGs 0441	Drawing Records System
GSE/94/Y004	Standard Drawing Practice
36-943	Generation Engineering Drawing Office and Engineering Documentation Standard
45-698	Engineering Computer Aided Design Draughting Standard

### 2.5.3 Consolidated Reference Standards

This document combined with the following standards and standard instructions:

Document No.	Revision	Title
36-943	Latest	Generation Engineering Drawing Office and Engineering Documentation Standard

## 3. GENERAL DRAWING STANDARD

### 3.1 PURPOSE

The purpose of this section is to define the requirements that must be followed by Eskom drawing office(s) and Contractor's drawing office staff when producing drawings for Eskom. The section specifically defines the procedures and standards for an electronic drawing office.

### 3.2 SCOPE

This section specifies the procedures and standards that must be adhered to while compiling and distributing engineering drawings and associated engineering documentation.

General Drawings are seen as drawings of General Arrangement, Sectional Views and Detail Drawings of the following:

- Architectural
- Civil
- Structural
- Mechanical
- Machining
- Welding Instructions
- Piping
- Heating, Ventilation and Air-conditioning (HVAC)
- Electrical
- Lighting & Small Power
- Control and Instrumentation (C&I)
- Text Tagging of existing drawings for data mining
- Mapping GIS

### 3.3 CODIFICATION

See work Instructions for specific divisional codification requirements.

### CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

### 3.4 CAD SOFTWARE REQUIREMENT

Eskom standard CAD software to be used both internally and externally.

### 3.5 DOCUMENTATION

The requirements for specific drawing documents are specified in the following paragraphs.

- Draughting of General Drawings, including Text-Tagged Drawings shall be done in accordance with this standard.
- General Drawings shall be produced on the appropriate document size that will ensure legibility and clarity of users on the contents of the drawings.

The following best practice shall be applied in the creation of drawings:

- Drawings shall be properly planned and produced to ensure ease of interpretation and read-ability.
- Typical details are not to be duplicated. Appropriate references shall be used in the main drawing to indicate repetition of any typical details.
- The use of unnecessary views shall be eliminated.
- Application of a constant set of scales on sets of drawings.
- Avoidance of odd scales, use the most common scales such as 1:1, 1:50, 1:20, 1:10, 1:2, 2:2
- Provision of cross-reference information shall be provided on drawings, i.e. reference to other drawings as well as to design information/manuals as appropriate.
- Manufacturer's information and datasheets shall be provided in a software format and version specified by Eskom.

### 3.6 CLASSIFICATION OF DRAWINGS

a) Drawings shall be classified according to the following information classification levels:

i. Class 1

Secret: Only for use within specified segments in the organization

ii. Class 2

Confidential: May not be disclosed outside of Eskom – represents a competitive advantage for the business.

iii. Class 3

Controlled Disclosure: Internal Information – controlled disclosure to any external parties – either enforced by law or discretionary

iv. Class 4

Public Domain/Non-classified: Published in any public forum without constraints, either enforced by law or discretionary

b) This classification shall form part of the document record Meta data and user access to the drawing(s) will be restricted accordingly.

### 3.7 DRAWING CHANGE REQUEST

All Eskom drawing offices as well as Contractor's drawings offices shall comply with the specific Divisional Work Instructions. This shall be documented clearly and must comply with Eskom's minimum change control rules.

### CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

For drawing changes a request and scope of work is supplied by the customer to the CADD Office. EPSS CADD Office Work Request form (240-85194150) will be completed in full and returned to customer for approval of time and costs. The customer will sign acceptance and return to the CADD office for commencement of work. On completion of work the draughtsperson will send a copy to the customer for checking and approval. Once all work is complete the customer will receive a signed copy of the drawings and on receipt of these will sign off the original request form, that he received all work as per original request. The draughtsperson shall send the drawings for archiving and storage.

### **3.8 DRAWING WORKFLOW**

The issuing, updating and creating of drawings shall be done in accordance with the generic workflow as per attached in (240-83904158) or to a specific Divisional requirement.

### **3.9 REQUEST FOR DRAWINGS**

Should any drawing be required by a Contractor or third party, the Eskom Non-disclosure Agreement form must be signed off by the Contractor or third party and sent to the designated Eskom Drawing Office Document Controller prior to the drawing being issued.

### **3.10 ISSUING OF DRAWINGS**

- a) All drawings issued to/by Eskom must be issued by the designated Document Controller via a document transmittal and signed by the applicable authorizer.
- b) The recipient of the drawings must acknowledge receipt of the drawings by signing the document transmittal and returning the signed transmittal to the designated Eskom Drawing Office Document Controller.

### **3.11 ISSUING OF NEW DRAWING NUMBERS**

- a) Request for drawing number shall be requesting in writing to the designated Eskom Document controller.

### **3.12 SUPERSEDED OR CANCELLED DRAWINGS**

- a) A superseded drawing is one that is no longer in use.
- b) It is important to note that when a drawing has been registered and an identification number has been allocated, this cannot be changed once it has been distributed or authorized. This changed status of the document must be captured in the MRI9master Record Index) of drawings for the relevant status, and if it is a controlled copy, the necessary notification that the drawing has been cancelled or superseded must be issued as part of the process. All superseded drawings shall be marked clearly 'superseded by the new drawing number'. Conversely, a drawing which supersedes another must clearly state the number of that drawing which it supersedes. A revision must be added.
- c) All superseded or cancelled drawings are to be retained in the archive system.
- d) A superseded or cancelled drawing numbers shall never be used for any other created drawings. These numbers will remain dormant.

### **3.13 DRAWING CHECKING PROCEDURE**

The following is a guideline to be followed to check all drawings:

- a) Once the draughtsperson has completed a drawing, a check print must be issued to the responsible engineer or Chief Draughtsperson. The check print must be clearly stamped 'CHECK PRINT'.

The responsible engineer or Chief Draughtsperson must check the drawing against the relevant marked up drawing. This should be done with the relevant stakeholders to ensure due process and standards have been applied and the physical drawing content is acceptable. Checks include:

### **CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

- i. With the codification officer to ensure that all tagged items comply with the site codification system as required.
  - ii. The check by an alternate draughtsperson is performed to ensure that the drawing standards are adhered to and that all the marked-up items have been incorporated as required.
  - iii. A standard checklist for drawings is attached as Appendix B. This checklist must be used as a basis for checking that the drawing standards are adhered to.
  - iv. The checks done by the Drawing Office checkers, the data controllers and the responsible engineer are to ensure that the design changes are incorporated as required.
  - v. Once the responsible engineer or draughtsperson has completed checking a drawing, the check print must be signed and dated and the full name of the checker must be recorded on the drawing.
  - vi. The drawing must then be returned to the responsible draughtsperson. All discrepancies or queries must be clearly marked up utilizing the following colour code system, and reviewed with the responsible draughtsperson:
    - Red - Corrections or Add info
    - Yellow - Delete
    - Blue - Comments (will not be draughted)
    - Green - Correct
- b) The draughtsperson must back-draught the 'CHECK PRINT' drawing and reissue the drawing to the responsible engineer or DO Supervisor as a revised 'CHECK PRINT' for rechecking. Once no more discrepancies are marked up on the 'CHECK PRINT' by the responsible engineer or DO Supervisor and he/she has signed off the drawing, the drawing is ready for issue to Eskom for the required approval.
- c) If required, the drawing must be issued to Eskom for checking in accordance with paragraph 3.11
- d) Each drawing issued to Eskom for checking must be issued together with a Non-conformance Report (NCR) which specifies all outstanding issues relating to the drawing that must be resolved by Eskom. NCRs must be created for all drawings whether or not they have outstanding issues.
- e) Each drawing issued to Eskom for checking must be clearly stamped 'CHECK PRINT'.
- f) A responsible engineer or draughtsperson to check the drawing and resolve all the items listed on the NCR.
- g) If required, the drawing must be issued to the Contractor drawing or responsible Drawing Office for updating/back-draughting
- h) Once a checked drawing is received from Eskom, the responsible draughtsperson will review any non-conformance marked up on the drawing or recorded on the NCR with Eskom if required, and revise the drawing accordingly.
- i) The drawing must then be rechecked in accordance with this procedure.

Once all the drawing's non-conformances marked up on the drawing or recorded on the NCR have been resolved by Eskom, the drawing will be checked reviewed, authorized and approved in accordance with the applicable workflow stipulated in 240-83904158

### 3.14 NONCONFORMANCE REPORTING

To be done according to Eskom Approved NCR process as outlined by ISO9001.

### 3.15 ELECTRONIC FORMAT OF DRAWINGS ISSUED TO ESKOM

All drawings submitted to Eskom shall comply with Eskom Standard drawing applications version, at that specific time.

### CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

**3.16 REGISTRATION OF DRAWINGS**

- a) All drawings must be registered by Eskom on the Electronic Document Management System (EDMS)
- b) Contractors shall maintain a Drawing Register which records at least the following information:
  - Eskom Drawing Number.
  - Eskom Deviation Number.
  - Drawing Title.
  - Contractor Revision.
  - Eskom Revision.
- c) The Contractor's drawing register must be made available to Eskom for audit on request.

**3.17 REVISION CONTROL**

The drawing revision shall be clearly identified by placing a Revision Triangle and Revision Letter or Number, in the revised area(s) of the drawing. A brief but informative statement of the revision made, and where applicable the appropriate change order, project or other reference code, shall be shown in revision block.

**3.17.1 Preliminary Drawing Revision Numbers**

No alpha characters will be used with drawing numbers.

Drawing Revision Numbers

- a) The Eskom revision number will be revised by the Draughtsman and captured by the designated Eskom Document Controller once a change has been registered and closed out in accordance with the Eskom EDMS requirements.
- b) Eskom revision numbers cannot be created or changed by Contractors.
- c) Each revision of the drawing shall increase the revision number sequentially.

0

1

2 etc...

**3.17.2 Revision Information which is to be recorded in the Eskom Section of the Title Block**

The following information must be completed each time a drawing is revised by Eskom:

- Accredited drawing office abbreviation.
- Revision number.
- Date of revision.
- Detailed short description of the revision.
- Draughtsperson's initials.
- Checker's initials.
- Authorizer's initials.
- Approver's initials.
- Codification approver's initials.

**CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

**3.17.3 Revision Information which is to be recorded in the Contractor Section of the Title Block**

The following information must be completed each time a drawing is revised by a Contractor:

- Revision number.
- Date of revision.
- Short description of the revision.
- Draughtsperson's initials.
- Checker's initials.
- Authorizer's initials.
- Approver's initials.

**3.18 CONTRACTOR INFORMATION BACKUP**

- a) The Contractor must ensure that all drawing data is backed up on a regular basis.
- b) The Contractor shall advise Eskom which backup methodology will be utilized, and this backup methodology must be in a format accessible to Eskom.
- c) The maximum period between backups must not exceed 24 hours.
- d) The backups must be carried out utilizing an off-site rotating backup system.
- e) Contractor/Consultant to hand approved as commissioned drawings to Eskom as well as the commissioned red/yellow mark ups for Eskom to verify all drawings have been marked up correctly.

**3.19 STANDARD SEED FILES**

Eskom standard drawing seed to be used in creation of all drawings as stipulated per Divisional discipline work instructions.

**3.19.1 Layer, Colours and Line Weights**

The draughtsperson must ensure that the layers as stipulated in Appendix A are adhered to.

Should the named levels not be sufficient to complete, the spare drawing layers can be utilised or to the specific Divisional requirements.

Colour and line weights should be done according to discipline and Divisional specification.

**3.19.2 Standard Text**

- a) The standard font used for all text is ESKOMFT80, ESKOMFT81 or ESKOMFT82.
- b) Standard layers and colours have been defined for the text styles as stipulated in **Error! Reference source not found..** The draughtsperson must ensure that the correct layer is selected when placing text.
- c) The text size must be adjusted in the text style once the draughtsperson has selected the final drawing size and scale.
- d) The text style settings specified in Table 1 must be used for A4 and A3 drawings in accordance with the drawing scales specified:

**CONTROLLED DISCLOSURE**

**Table 1: Text Style Settings for A4 and A3 Drawings**

Drawing Scale	Text Detail		Text Headings	
	Height (mm)	Width (mm)	Height (mm)	Width (mm)
1:1	2.5	2.0	3.5	2.5
1:5	12.5	10.0	17.5	12.5
1:10	25.0	20.0	35.0	25.0
1:20	50.0	40.0	70.0	50.0
1:25	62.5	50.0	87.5	62.5
1:50	125.0	100.0	175.0	125.0
1:100	250.0	200.0	350.0	250.0

- e) The text style settings specified in Table 2 must be used for A2, A1 and A0 drawings in accordance with the drawing scales specified:

**Table 2: Text Style Settings for A2, A1 and A0 Drawings**

Drawing Scale	Text Detail		Text Headings	
	Height (mm)	Width (mm)	Height (mm)	Width (mm)
1:1	3.5	2.5	5.0	3.5
1:5	17.5	12.5	25.0	17.5
1:10	35.0	25.0	50.0	35.0
1:20	70.0	50.0	100.0	70.0
1:25	87.5	62.5	125.0	87.5
1:50	175.0	125.0	250.0	175.0
1:100	350.0	250.0	500.0	350.0
1:200	700.0	500.0	1 000.0	700.0
1:250	875.0	625.0	1 250.0	875.0
1:500	1 750.0	1 250.0	2 500.0	1 750.0
1:1000	3 500.0	2 500.0	5 000.0	3 500.0

### 3.19.3 Standard Dimension Style

- a) The draughtsperson must use the standard dimension style 'StdDim' for all dimensioning.
- b) The dimension style uses the 'TextDetail' text style and will therefore be adjusted to the same settings.
- c) Standard layers and colours have been defined for the dimension style as stipulated in **Error! Reference source not found..** The draughtsperson must ensure that the correct layer is selected when placing dimensions.

### 3.19.4 Abbreviations

Abbreviations shall only be used when necessary due to space limitations and shall follow Eskom standard abbreviation guidelines.

### CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

### 3.19.5 Projections

Unless directed otherwise, all drawings shall be prepared using Third Angle Projection. Any view deviating from Third Angle shall be clearly titled.

### 3.19.6 Section and detail labelling

All sections shall be indicated as per Eskom specification within relevant discipline or Division

### 3.19.7 Titling of Drawings

It is most important that the drawing title accurately describes what appears on the drawing since the title will be used as the basis for any electronic search in the Drawing Management System in the future. Generic titles or generalisations should be avoided. Be specific and use words in the title that will help to identify the drawing at a later time.

To ensure compatible, consistent and meaningful titles are used, titles shall consist of a minimum of three lines as follows:

1<sup>st</sup> line – Plant Name

2<sup>nd</sup> line – Equipment or Service Description

3<sup>rd</sup> line – Specific description of the items or detail depicted by the drawing

## 4. STANDARD DRAWING SHEETS AND TITLE BLOCKS

All Eskom drawings sheets sizes shall comply with the ISO standard A0, A1, A2, A3, and A4. The below example is to be used unless specified otherwise by the Divisional or Discipline requirements.

A title block is the form on which the actual drawing is a section. The title block includes the border and the various sections for providing quality, administrative and technical information. The importance of the title block cannot be minimized as it includes all the information which enables the drawing to be interpreted, identified and archived.

The title shall include sufficient information to identify the type of drawing e.g. general arrangement, or detail. It shall also clearly describe in a precise way what the drawing portrays.

The notes below relate to the title boxes included in the title block to convey the necessary information.


The basic requirements for a title block located at the bottom right hand corner of a drawing are:

- These items shall be written in a rectangle which is at the most 170mm wide.
- The title block shall also include boxes for the legal signatures of the originator and other persons involved production of the drawing to the required quality.
- The drawing shall also include a symbol identifying the projection. The main scale and the linear dimension units if other than “mm”.

### CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

#### 4.1 ESKOM STANDARD TITLE BLOCK


D.O.		REV	DATE	REVISION		REV BY	CHKD BY	APP BY	AUTH BY	KKS APP	REFERENCE DRAWINGS	
AUTHORISED FOR ESKOM BY:		CLASSIFICATION		<div style="display: flex; justify-content: space-between;"> <div> <p>A1</p> <p>A2</p> <p>A3</p> <p>A4</p> <p>A4</p> </div> <div> <p>A6</p> </div> </div>								
PBS PATH												
CODIFICATION BY:												
APPROVED BY:												
CHECKED BY:												
CREATED BY:		 <b>Eskom</b> ESKOM HOLDINGS SOC Ltd REG No 2002/015527/30		ESKOM DRAWING NO				SHT	REV			
SCALE								A7	A8			

20

DRAWING CLASSIFICATION: CONTROLLED DISCLOSURE A9 A0L

### Figure 1: Standard Title Block

## 4.2 CONTRACTORS TITLE BLOCK

D.O.		REV	DATE	REVISION		REV BY	CHKD BY	APP BY	AUTH BY	KKS APP	REFERENCE DRAWINGS	
AUTHORISED FOR ESKOM BY:		CLASSIFICATION		<div> <div>CONTRACTOR DRAWING NO</div> <div>ESKOM DRAWING NO</div> <div>SHT</div> <div>REV</div> </div>								
CODIFICATION BY:		PBS PATH										
APPROVED BY:												
CHECKED BY:												
CREATED BY:												
SCALE		 <b>Eskom</b> ESKOM HOLDINGS SOC Ltd REG No 2002/015527/30										

20

DRAWING CLASSIFICATION: CONTROLLED DISCLOSURE

**Figure 2: Contractors Title Block**

**CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

**4.3 DESCRIPTION FOR COMPLETING TITLE BLOCK****Table 3: Description detail for Title Block**

Item No	Field Description
DRAWING INFORMATION	
A1	POWER STATION NAME / SUB STATION NAME OR DISTRIBUTION STATION NAME e.g. MEDUPI POWER STATION
A2	DRAWING TYPE Indicates the type of drawing: P&ID, ISO, GA, etc.
A3	UNIT XX / AREA Indicates the Unit Number and/or plant area
A4	TITLE LINE 01-02-03 It should be as descriptive as possible and should preferably not contain any abbreviations.
A5	CONTRACTORS DRAWING, SHEET NO AND REVISION NO The contractors unique drawing number
A6	ESKOM DRAWING NO This is the unique Eskom drawing number. If a sequence of drawing numbers has been issued to the contractor, the contractor will complete this field. Alternatively this field will be completed by Eskom.
A7	ESKOM SHT NO The sheet number of the contractors drawing.
A8	ESKOM REV NO The number of the contractors drawing revision.
A9	PAPER SIZE The paper size of the original drawing. This is field is completed to indicate the paper size to which the scale is applicable.
A10	SCALE Indicates the scale to which the drawing has been created.
A11	CLASSIFICATION The Document Class number in accordance with IEC 61355
A12	PBS PATH Field indicates the PBS node, e.g. 6 0LAC10.
ESKOM CHECKING AND APPROVAL	
B1	CREATED BY Name and Surname of the person who created the drawing and the date that the drawing was created. (Contractor). The second part of this field is the date drawn.
B2	Date Created The date the drawing was created.
B3	CHECKED BY Name and Surname of the person who checked the drawing and the date that the

**CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

	drawing was checked. (Contractor)
B4	Date Checked The date the drawing was checked.
B5	APPROVED BY The Signature, Name, Surname of the professional registered engineer who approved the drawing. (Contractor)
B6	Date Approved The second part of this field is the date the drawing was approved.
B7	Professional Engineering Registration Number of the professional registered engineer who approved the drawing. (Contractor)
ESKOM CHECKING AND APPROVAL	
C1	CODIFICATION BY Name and Surname of the person who codified the drawing and the date that the drawing was codified. If the contractor is not in a position to provide the codification this should be performed by the responsible ESKOM person.
C2	Date Codified The date the drawing was codified.
C3	AUTHORISED FOR ESKOM BY The Signature, Name, Surname of the professional registered ESKOM engineer who authorised the drawing.
C4	Date Authorised The date the drawing was authorised.
C5	Professional Engineering Registration Number of the professional registered ESKOM engineer who authorised the drawing.
COMPANY LOGOS	
D1	ESKOM LOGO This field is reserved for the ESKOM logo
D2	CONTRACTORS LOGO This field is reserved for the contractors logo
D3	SUB CONTRACTORS LOGO This field is reserved for the sub-contractor's logo if required
REVISION HISTORY The data displayed in this section shall reflect the complete history of the drawing.	
E1	D.O. Drawing office number where the revision originated. For ESKOM use only.
E2	REV. The revision number of the drawing.
E3	DATE The date the drawing is revised.
E4	REVISION DESCRIPTION Information describing the changes to drawing.

**CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

E5	REVISED BY Initials of the person performing the changes.
E6	CHKD BY Initials of the person who checked the changes to the drawing.
E7	APPR BY Initials of the professional registered engineer who approved the changes to the drawing. (Contractor)
E8	AUTH BY Initials of the professional registered ESKOM engineer who authorised the changes to the drawing.
E9	KKS APPR (IF APPLICABLE) Initials of the person who codified the drawing. If the contractor is not in a position to provide the codification this should be performed by the responsible ESKOM person.
	REFERENCE DRAWINGS
F1	DRAWING NUMBER The number of the reference drawing
F2	REFERENCE DRAWING DESCRIPTION The description of the reference drawing

**CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

## 5. PAPER SIZES

The standard for drawing sheet sizes is the A series. The basic size in this series is the A0 size (1189mm x 841mm) which has an area of about 1-m<sup>2</sup>. The sides of every size in the series are in the ratio  $\sqrt{2} = 1.414$ : 1 and each size is half the area of the next larger size.

**Table 4: Sheets Sizes**

Drawing Sheet Size	Size in millimeters	Size in inches
A0	1189 x 841	46.81 x 33.11
A1	841 x 594	33.11 x 23.39
A2	594 x 420	23.39 x 16.55
A3	420 x 297	16.55 x 11.69
A4	297 x 210	11.69 x 8.27
A5	210 x 148	8.27 x 5.84
A6	148 x 105	5.84 x 4.13

## 6. ARCHIVING AND RECORDS STORAGE OF DRAWINGS AND ENGINEERING INFORMATION AND DOCUMENTATION

All storage and archiving of drawing records and engineering documentation/information shall be in line with EPC0001 (Eskom Documentation Management Procedure), 36-1 (Standard for Management System Documents, Correspondence and Records) and 36-2 (Writing and Controlling Management System Documents).

### 6.1 META DATA REQUIRED

#### 6.1.1 Drawing Meta Data

The drawing Meta data in Table 5 is mandatory for capture with each engineering record that is generated. All Meta data shall be captured in electronic format in accessible software. (Not pdf)

**Table 5: Drawing Meta Data**

Meta Data	Example
<b>Eskom Drawing Number:</b>	0.57/12342
<b>Full Drawing Title:</b>	Duvha Power Station, Coal Milling Plant, Service Air P&ID
<b>Drawing Sheet:</b>	2 of 5
<b>Sub-sheet:</b>	-
<b>Latest Revision:</b>	12
<b>Sheet Print Size:</b>	A0
<b>Information Classification:</b>	Level 3 – Controlled Disclosure
<b>Design Classification:</b>	Level 2
<b>Discipline:</b>	Mechanical
<b>Drawing Status:</b>	As Built and Approved

### CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

Meta Data	Example		
Authorized Date:	2000/01/10		
Authorized by:	<del>_____</del> D&S Manager		
Functional Responsibility (Information Owner):	Boiler Plant Engineering Section Duvha Power Station		
Cross Reference Drawing No. and Title	0.57/6789	Unit #1 Boiler House Floor Lay-Out	
	0.57/14555	Milling Plant Service Air Supply Compressor	
	0.57/1433	Coal Milling Plant General Arrangement	
Relevant Plant KKS/AKZ Code(s)	01NM30D050 01NM20D050		
Manufacturer's/OEM Name:	<del>_____</del>		
Manufacturer's/OEM Drawing No.:	1433/13257889		
Construction Contract No.:	OPY11282		
Media Format:	MicroStation – DGN		
Index Reference:	C 4.1		
Power Station/BU/Site:	Duvha Power Station		
Station ID:	0.57		
Office of Origin:	Duvha Site Drawing Office		
Location of Original:	MWP Archives		
Retention Period:	Station Life		
Superseded By Drawing No.:	(e.g. if drawings were combined to become 1)		
Drawing Review Date:			
Drawing Master Copies Distributed to:	Duvha Power Station CED		
Latest Revision Originator:	Duvha PS -24		
Site Modification/Deviation No.:	DEV1432-B-1		
MWP Work Request No.:	DUV.001.004		

## 7. AUTHORISATION

This document has been seen and accepted by:

Name & Surname	Department
<del>_____</del>	Dx
<del>_____</del>	PED – SI
<del>_____</del>	Gx – ENG – D & S
<del>_____</del>	PDE – PTMC

### CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

Name & Surname	Department
[REDACTED]	Gx – ENG – D & S
[REDACTED]	PDE – PTMC
[REDACTED]	Gx – ENG – D & S
[REDACTED]	PED – SI
[REDACTED]	Gx – ENG – D & S
[REDACTED]	Gx – ENG – D & S
[REDACTED]	CoE PED Electrical
[REDACTED]	PED – SI
[REDACTED]	PED – SI
[REDACTED]	Gx – ENG – D & S
[REDACTED]	Gx – ENG – D & S
[REDACTED]	Dx – AC – NED
[REDACTED]	PDE – DB OUS
[REDACTED]	Gx – NE
[REDACTED]	PED – Civil
[REDACTED]	PED – SI
[REDACTED]	PED – SI
[REDACTED]	Dx – NED
[REDACTED]	PED – SI
[REDACTED]	Gx – ENG – D & S
[REDACTED]	PED – EPSS - CADD
[REDACTED]	PED- SI

## 8. REVISIONS

Date	Rev.	Compiler	Remarks
November 2014	0.1	[REDACTED]	Standardise Eskom Drawings
November 2014	0.2	[REDACTED]	Draft Document for Comments Review
November 2014	1	[REDACTED]	Final Document Authorised for Publication

## 9. DEVELOPMENT TEAM

The following people were involved in the development of this document:

Name & Surname	Section/Department/Area
[REDACTED]	Dx
[REDACTED]	PED - SI
[REDACTED]	Gx - ENG - D & S

### CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

<del>Edith B. Howard</del>	PDE - PTMC
<del>Steven Brockman</del>	Gx - ENG - D & S
<del>Steven Brockman</del>	PDE - PTMC
<del>Joseph M. Brockman</del>	Gx - ENG - D & S
<del>Gregory Brockman</del>	PED - SI
<del>William Brockman</del>	Gx - ENG - D & S
<del>William Brockman</del>	Gx - ENG - D & S
<del>William Brockman</del>	CoE PED Electrical
<del>William Brockman</del>	PED - SI
<del>William Brockman</del>	PED - SI
<del>William Brockman</del>	Gx - ENG - D & S
<del>William Brockman</del>	Gx - ENG - D & S
<del>William Brockman</del>	Gx - ENG - D & S
<del>William Brockman</del>	PDE – DB OUS
<del>William Brockman</del>	PED - Civil
<del>William Brockman</del>	PED - SI
<del>William Brockman</del>	Dx - NED
<del>William Brockman</del>	PED - SI
<del>William Brockman</del>	Gx - ENG - D & S

## 10. ACKNOWLEDGEMENTS

~~William Brockman~~ – ENG – SI. All previous standards background work.

### CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

**APPENDIX A: STANDARD LAYERS****Table 6: Standard Drawing Layers**

Layer Name	Layer Number	Layer Description
Default	0	MicroStation Default Level
Civil_Ceilings	1	Ceilings
Civil_NonBrickWalls	2	Non Brick Walls
Civil_Columns	3	Cast Concrete Columns
Civil_DoorsWindows	4	Doors And Windows
Civil_DrainsCovers	5	Floor Drains, Covers And Man Ways
Civil_Existing	6	Existing Buildings
Civil_Foundations	7	Foundations
Civil_Floors	8	Floors
Civil_Plinths	9	Plinths
Civil_Reinforcing	10	Bending Schedules And Reinforcing Details
Civil_Roof	11	Roof Sheeting
Civil_StairCases	12	Concrete Stair Cases
Civil_Slabs	13	Slabs
Civil_Walls	14	Walls
Civil_CustomLayers01	15	Customized Civil Level 01
Civil_CustomLayers02	17	Customized Civil Level 02
Civil_CustomLayers03	18	Customized Civil Level 03
Civil_CustomLayers04	19	Customized Civil Level 04
Civil_CustomLayers05	20	Customized Civil Level 05
Clouds	21	Clouds
Dimensions	22	Dimensions
Electrical_HV_CableRoutes	23	HV Cable Routes
Electrical_LV_CableRoutes	24	LV Cable Routes
Electrical_Computers	25	Computer Points
Electrical_Existing	26	Existing Electrical
Electrical_Lightings	27	Lighting & Switch Points

**CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

Electrical_PanelsCabinets	28	Electrical Panels And Cabinets
Electrical_PowerPoints	29	Power Points
Electrical_Telephone	30	Telephone Points
Electrical_CustomLayers01	31	Customized Electrical Level 01
Electrical_CustomLayers02	32	Customized Electrical Level 02
Electrical_CustomLayers03	33	Customized Electrical Level 03
Electrical_CustomLayers04	34	Customized Electrical Level 04
Electrical_CustomLayers05	35	Customized Electrical Level 05
Equipment_Existing	36	Existing Plant Equipment
Equipment_MajorRotating	37	Major Rotating Equipment
Equipment_MajorStatic	38	Major Static Equipment
Equipment_MinorRotating	39	Minor Rotating Equipment
Equipment_MinorStatic	40	Minor Static Equipment
HatchPatterns	41	Hatch Patterns
HVAC_Existing	42	Existing HVAC Equipment
HVAC_RotatingEquipment	43	HVAC Rotating Equipment
HVAC_VentilationDucting	44	HVAC Ventilation Ducts
HVAC_VentilationVentGrids	45	HVAC Ventilation Grids
Instrument_Existing	46	Existing Instrumentation
Instrument_New	47	New Instrumentation
Instrument_CableRoutes	48	Instrumentation Cable Routes
MTO	49	Material Take Off
Structural_BeamsColumns	50	Steel Beams And Columns
Structural_Bracing	51	Steel Bracing
Structural_Existing	52	Existing Steel Structures
Structural_FloorGrating	53	Steel Floor Grating Or Plate
Structural_GrabRails	54	Grab Rails
Structural_HandRailStanchions	55	Stanchions
Supports_Existing	56	Existing Supports
Supports_New	57	New Supports

**CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

TextCallOut	58	Call Out Bubbles
TextDetail	59	Detailing Text
TextHeading	60	Text Headings
TitleBlock	61	Drawing Title Block
TitleBlockContractor	62	Drawing Title Block For Contractors
Level 1	63	
Level 2	64	
Level 3	65	
Level 4	66	
Level 5	67	
Level 6	68	
Level 7	69	
Level 8	70	
Level 9	71	
Level 10	72	
Level 11	73	
Level 12	74	
Level 13	75	
Level 14	76	
Level 15	77	
Level 16	78	
Level 17	79	
Level 18	80	
Level 19	81	
Level 20	82	
Level 21	83	
Level 22	84	
Level 23	85	
Level 24	86	
Level 25	87	

**CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

Level 26	88	
Level 27	89	
Level 28	90	
Level 29	91	
Level 30	92	
Level 31	93	
Level 32	94	
Level 33	95	
Level 34	96	
Level 35	97	
Level 36	98	
Level 37	99	
Level 38	100	
Level 39	101	
Level 40	102	
Level 41	103	
Level 42	104	
Level 43	105	
Level 44	106	
Level 45	107	
Level 46	108	
Level 47	109	
Level 48	110	
Level 49	111	
Level 50	112	
Level 51	113	
Level 52	114	
Level 53	115	
Level 54	116	
Level 55	117	

**CONTROLLED DISCLOSURE**


When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

Level 56	118	
Level 57	119	
Level 58	120	
Level 59	121	
Level 60	122	
Level 61	123	
Level 62	124	
Level 63	125	

**CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

## APPENDIX B: DRAWING CHECKLIST

		<h2 style="text-align: center;">DRAWING CHECKLIST</h2>		CHECKLIST No.	
				DATE	
Drawing No.:					
Revision:					
Date:					
No.	Description	Complies	Does Not Comply		
1	<b>Eskom section of the title block:</b>				
	Power Station Name				
	Unit number	<input type="checkbox"/>	<input type="checkbox"/>		
	System Plant Group (AKS or KKS )/Description	<input type="checkbox"/>	<input type="checkbox"/>		
	Drawing Type	<input type="checkbox"/>	<input type="checkbox"/>		
	Drawing Number in accordance with GGS 0445	<input type="checkbox"/>	<input type="checkbox"/>		
	Drawing classification in accordance with clause A.11.0	<input type="checkbox"/>	<input type="checkbox"/>		
	Drawing Scale	<input type="checkbox"/>	<input type="checkbox"/>		
	Accredited drawing office abbreviation (if revised by Eskom)	<input type="checkbox"/>	<input type="checkbox"/>		
	Revision No.	<input type="checkbox"/>	<input type="checkbox"/>		
	Date of revision	<input type="checkbox"/>	<input type="checkbox"/>		
	Description of revision	<input type="checkbox"/>	<input type="checkbox"/>		
	Drawn by: Draughtsperson	<input type="checkbox"/>	<input type="checkbox"/>		
	Checked by: Responsible Engineer or Draughtsperson	<input type="checkbox"/>	<input type="checkbox"/>		
	Authorized by: Designer	<input type="checkbox"/>	<input type="checkbox"/>		
	Codification by: Codification Officer	<input type="checkbox"/>	<input type="checkbox"/>		
	Approved by: Pr Eng including ECSA Pr Eng Registration No	<input type="checkbox"/>	<input type="checkbox"/>		
2	<b>Contractor section of the title block where applicable:</b>				
	Company information including contract details	<input type="checkbox"/>	<input type="checkbox"/>		
	Revision No.	<input type="checkbox"/>	<input type="checkbox"/>		
	Date of revision	<input type="checkbox"/>	<input type="checkbox"/>		
	Description of revision	<input type="checkbox"/>	<input type="checkbox"/>		
	Drawn by: Draughtsperson	<input type="checkbox"/>	<input type="checkbox"/>		
	Checked by: Responsible Engineer or Draughtsperson	<input type="checkbox"/>	<input type="checkbox"/>		
	Authorized by: Designer	<input type="checkbox"/>	<input type="checkbox"/>		
	Approved by: Pr Eng including ECSA Pr Eng Registration No.	<input type="checkbox"/>	<input type="checkbox"/>		

## CONTROLLED DISCLOSURE

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

3	All applicable reference drawings are indicated in the reference drawings section.	<input type="checkbox"/>	<input type="checkbox"/>
4	All applicable notes are indicated in the notes drawing section.	<input type="checkbox"/>	<input type="checkbox"/>
5	Text:		
	• in accordance with the standard	<input type="checkbox"/>	<input type="checkbox"/>
	• spelling is correct	<input type="checkbox"/>	<input type="checkbox"/>
	• standard approved abbreviations are used and applied consistently	<input type="checkbox"/>	<input type="checkbox"/>
	• words spelled out where possible	<input type="checkbox"/>	<input type="checkbox"/>
6	Dimensions:		
	• in accordance with the standard	<input type="checkbox"/>	<input type="checkbox"/>
	• indicated showing clear intent	<input type="checkbox"/>	<input type="checkbox"/>
	• do not overlap with other drawing elements	<input type="checkbox"/>	<input type="checkbox"/>
7	The following drawing symbology in accordance with the standard:		
	• lines	<input type="checkbox"/>	<input type="checkbox"/>
	• layers	<input type="checkbox"/>	<input type="checkbox"/>
	• levels	<input type="checkbox"/>	<input type="checkbox"/>
8	Drawing is legible with no overlapping lines	<input type="checkbox"/>	<input type="checkbox"/>
9	All marked-up items have been incorporated as required	<input type="checkbox"/>	<input type="checkbox"/>
<b>CHECKED BY:</b>			
<b>NAME</b>		<b>DESIGNATION/COMPANY</b>	<b>DATE</b>
<b>RECEIVED BY:</b>			
<b>NAME</b>		<b>DESIGNATION</b>	<b>DATE</b>

**CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.