

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: ELECTRONIC DRAWING REVIEW	FMEP-P-0300D	Rev. No. 0
	Page 1 of 2	

1.0 PURPOSE

This procedure details the approach to be used when drawings are sent for review electronically. See Procedure FMEP-P-325 for the Design Review Process.

2.0 GENERAL

After completion of the engineering design review by either Individual Critical Design Review or Central Design Review Board (see FMEP-p-325), drawings are sent to other stakeholders (e.g. FME Shops, EHS, NCI representative), as determined by the Project Team for review and comment. Paper copies of the drawings may be issued with a Request for Design Review Memo (Exhibit A). Alternatively, the drawings may be issued electronically in DWF format and reviewed using AutoDesk’s Design Review software. This procedure specifies the process for distributing, reviewing, commenting and coordinating comments using the Design Review software.

3.0 PROCEDURE

3.1 Drawing Issue

- (a) Following the engineering design review process and any corrections necessitated by it, the Lead Engineer shall inform the Drafting Supervisor that the drawings are ready for review.
- (b) The Drafting staff will create AutoDesk .DWF files of the drawings and place the files in a subfolder of the Work Order folder titled “Design Review”.
- (c) The Drafting staff shall also create a subfolder within the “Design Review” folder titled “Comments”.
- (d) The Lead Engineer shall issue an email, using the template shown in Exhibit B, informing reviewers that the DWF files are available with a link to the appropriate Work Order Design Review Folder. This email should only be issued to reviewers who have access to the FME network shared drive. The email should have the “read receipt” box checked so that the sender knows that the reviewer has received and read the email.
- (e) The Lead Engineer shall send a separate email to reviewers without access to the FME network with copies of the DWF files.

3.2 Drawing Review and Comment

- (a) Reviewers shall use AutoDesk Design Review to review and comment on the drawings.
- (b) Those reviewers with access to the FME network will save their reviewed and commented drawings in the subfolder titled “Comments”. They shall append their initials to the file name to identify who made the comments (e.g. 567-32-M01-XXX, where XXX are the reviewer’s initials).
- (c) Reviewer’s who receive files by email shall respond to the Lead Engineer, who will place the files in the “Comments” subfolder with initials appended to the file name.

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: ELECTRONIC DRAWING REVIEW	FMEP-P-0300D	Rev. No. 0
	Page 2 of 2	

(d) The Lead Engineer shall monitor the status of the comments and contact anyone who has not made comments prior to the due date to make sure they can access and comment on the drawings.

3.3 Addressing Design Review Comments

(a) The Drafting staff will consolidate all comments for the Lead Engineer to review with the project team or in a Design Review meeting.

(b) The Drafting staff will generate a list of comments to be addressed by the Lead Engineer and the Project team.

(c) The Lead Engineer shall notify each reviewer of the disposition of his/her comments either by email or in a Design Review meeting prior to the issue of the final drawings.