# TWPPO CAD Drawing Update Procedure

## I.  Purpose:

This document outlines the process of creating revising and producing TWPPO CAD drawings.  This document update process should take place quarterly, or after a RESET visit, or as necessary.

## II.  Cautions and Hazards:

None.

## III.  Requirements:

- No random or unauthorized alteration to any of the TWP drawing files is permitted.

- Only two drawing books for each site will be maintained-1 at each ARCS site and 1 at TWPPO.

- Electronic files are kept on the TWPPO ftp site as "read only" files.

- Backups are located with the CAD controller on ZIP Disk.

- Drawing Book updates are done (hardcopy and electronic) approximately three times a year, usually after a RESET visit.

- Only site layout drawings will be accessible on the TWPPO Web site.

## IV.  Procedure:

### A.  Drawing Creation/Revision

Note:  This section outlines the procedure for creating new CAD drawings and revising existing documents.

1.  CAD controller receives proposed new/revised documents from submitter (instrument mentors, operations personnel, BOM technicians and RESET technicians) and holds them for next drawing book update.

   - New documents can be submitted in any medium, but if electronic, Auto CAD or Auto CAD Lite is preferred.

   - Revisions should be marked up on hard copies obtained from the Document Controller or on the ARCS site drawing books during RESET visits.

- Electronic revisions are not allowed on ARCS CAD files.

2. RESET Technicians/Observers ship SITE drawing book to TWPPO after each RESET Visit even if no red marks occurred.

3. CAD Controller collects redmarked SITE drawing book, TWPPO redmarked drawing book, and collected "non-RESET" revision proposals after each RESET Visit or at least 3 times per year.

4. CAD controller formats new drawing/incorporate revisions.

5. CAD Controller prints and delivers formatted drawings (new and revised) to Lead Reviewer for final review.

6. Lead Reviewer approves/disapproves revised drawings.

7. CAD Controller updates drawings:

- Updates Table of Contents

- Marks "REV" date in Title Block and notes REV date at top of sheet

- Updates files on TWP FTP site.

- Backs up changes on Zip disc.

- Prints two copies of revised sheets.

- Replaces revised sheets in both the TWPPO copy of the drawing book and the SITE copy of the drawing book.

- Ships the SITE copy of the drawing book back to the ARCS site.

## V. References:

1. PRO(TWPPO)-066.000 – Using TWPPO FTP Sites

## IV. Attachments

1. Key Personnel

## Attachment 1: Key Personnel

| Title | Name | Description |
|---|---|---|
| Lead Reviewer | Bill Kornke | Submits, Reviews, edits and approves. |
| CAD Controller | David Reass | Creates new Drawings. Formats and incorporates changes.  Assigns OMS identifiers, maintains folders on TWP server, keeps logs of revisions. |