



APPENDIX G: CADD Drawing Checklist

CADD DRAWING CHECKLIST

PROJECT NAME: _____

NMHS Project Ref. No.: _____ DISCIPLINE: _____

Tick the box to indicate compliance with NMHS requirements.

- ☐ All disks have been scanned for virus infections.
- ☐ All file names comply with NMHS drawing file naming convention
- ☐ Drawings produced on NMHS standard drawing sheets.
- ☐ The current layer to all drawings is set to 0.
- ☐ The drawing units are full size and the drawing measurement is set to millimetres for building works or metres for geographical drawings (survey drawings)
- ☐ The limits are set to the CORRECT SHEET SIZE with the bottom left hand corner set to 0,0. (Model space limits equals what model space uses)
- ☐ The drawing is in model space i.e. Tile mode set to 1.
- ☐ All layers are turned on.
- ☐ All entities not required have been deleted.
- ☐ The Entity colours conform to the NMHS CADD Documentation Guideline and Standards' Manual.
- ☐ Text styles, line types & hatching conform to the NMHS CADD Documentation Guideline and Standards' Manual.
- ☐ All entities are placed on their correct layer, using the NMHS layering protocol.
- ☐ All drawings have all unused layers, line types, blocks, text styles etc. purged from the drawing(s) and all extraneous information erased.
- ☐ All Existing Services Base Plans have been updated & provided as detailed in the Manual.
- ☐ Asset Management Plans have been provided as detailed in the Manual.
- ☐ All Xref drawing(s) files used in the production of the drawings are provided
- ☐ The CADD drawing information sheet has been completed including indication of Xref's.
- ☐ Each "As Constructed" drawing is clearly labelled and marked as such.

CONSULTANT/CONTRACTOR NAME: _____

SIGNATURE _____

(Authorised Person)

DATE: _____

COMMENTS.....
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☐ ACCEPTED ☐ RETURNED