

**NATIONAL DEPARTMENT  
OF PUBLIC WORKS**

# **CENTRALISED DRAWING ARCHIVE**

**AS-BUILT DRAWING  
REQUIREMENTS**





public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

## **HARD COPY FORMAT**

- a. All drawings to be printed on **polyester film minimum of 75 micron** thickness.
- b. Standard **“A” size** format polyester film drawings must be used to when creating drawings.
- c. Drawings to be drawn **to scale**.
- d. Information is to be **clear and legible**.
- e. Each sheet to be clearly **marked “As Built”**
- f. Each sheet to be **signed and dated** by the respective professional with the built environment council **registration number** clearly indicated thereon.
- g. All relevant information on title blocks to be fully and correctly completed e.g. date, WCS no, title, service name and full contact details of consultant etc.
- h. Include a site **locality plan or key plan** with the following info:-
  - Facility Name No.
  - Stand No.
  - Street Name and No.
  - Suburb
  - Magistrate District
  - North Point
  - Facility e.g. Magistrate’s Court  
Tempe Military Base
- i. A complete list of drawings ( Drawing Index) to be submitted together with the “As built” drawings.

**NB: ALL DRAWINGS ARE TO BE SUBMITTED IN BOTH HARD COPY AND ELECTRONIC FORMAT.**



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## **ELECTRONIC COPY FORMAT**

- a. All drawings are to be saved on **standard size compact disks**.
- b. Drawings are to be **saved in the native C.A.D. format** that the drawings were originally created in.
- c. In addition it is required that the drawings are to be **saved in dxf and pdf (PDF / A)** formats. Separate disks are required for each format. Any other format used is to be done with prior approval of the department.
- d. The following information is to be **clearly printed on the printable side of the compact disks** in strict accordance with compact disks manufacture's specifications (avoid "stick ons" , "pritt" , "tippex" etc).
  - Facility name.
  - Service/ project name.
  - Consultant firm name, tell no, address and contact person name.
  - WCS and/or reference number.
  - The number of the disk (e.g. disk 01 of02).
  - The type of discipline e.g. Architectural, Civil etc.
  - The name and version of the C.A.D. programme used to produce the drawings e.g. caddie 10, autocad 2006, dxf, pdf/A etc.
- e. The disk is presented in a **standard size** suitable compact disk cover.
- f. The cover must contain a complete **printed list of the drawings (Drawing Index)** as saved on the respective compact disk indicating the cad, dxf or pdf/A format as the case may be.
- g. The covers are to be **appropriately numbered** e.g. disk one of two.

**NB: ALL DRAWINGS ARE TO BE SUBMITTED IN BOTH HARD COPY AND ELECTRONIC FORMAT.**