

MoTH Section	1210	TAC Section	Not Applicable
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All but very small contracts (≥ 3 km) will have a front page and a key plan page. The front page will have no title block; it will show the provincial logo, the ministry name, the project name, the project number and the name and title (no signature) of the Chief Engineer or Regional Director.

The key plan page will show the ministry name, a key plan, the drawing index, the symbol legend where appropriate, the contract details including contract type, number, location, length, etc. as well as the dated signatures of the Chief Engineer or Regional Director and the Branch Director or Regional Manager of Professional Services. For Major Projects*, the Major Project Director will sign along with the Chief Engineer. The key plan page signatures will be on either the full size or reduced title block as shown on 1210.A or 1210.B. For very small contracts, the front page and the key plan page may be combined. The signatures on the key plan signifies acceptance for construction. The Senior Designer signs the working drawings, assuring accuracy and content. These signatures are required for all projects regardless of length or size.

*Vancouver Island Highway Project (VIHP) has a separate working arrangement.

Right-of-Way (R/W)

Right-of-Way Acquisition drawings shall be signed by the Senior Designer which indicates the only meaningful review to ensure the accuracy of the proposed R/W. The “Approved for R/W” note shall be modified to use the single title only and will be retitled “For Right-of-Way Acquisition Only.”

Exception: R/W Acquisition drawings for small trespasses and drainage easements on unnumbered routes and Section 4 acquisitions may be signed by the District Highways Manager.

Quality Control

The Design Manager for the project will, at the start of each major design phase, identify the person who will provide quality control of the technical content by reviewing and approving each stage. Highway Engineering is currently working to develop and

document a Ministry quality assurance process. Following this work, a few typical review matrixes will be included in the Highway Engineering Design Manual for guidance.

1210.06 AMENDED DRAWINGS

1. Once a project drawing has been approved by either the Regional Director, or the Chief Engineer, any further alterations or amendments must be recorded in the revision space provided.
2. If an approved project plan is amended, either the original or seven prints are to be submitted to the Regional Property Agent.
3. A major revision which completely alters the intent of the original approved drawing must be reapproved.
4. When project plan drawing is amended to show R/W as purchased, do not remove the original boundary or area. Show the amended R/W boundary with a heavier line and note the increase or decrease in area.

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Figure 1210.A Title Block for Major Projects Key Plan

Province of British Columbia MINISTRY OF TRANSPORTATION NOTE 1			
NOTE 2			
NOTE 3	NOTE 4	NOTE 6	NOTE 7
PROJECT MANAGER DATE	PROJECT DIRECTOR DATE	PROJECT No. REG.	DRAWING No. REG.

NOTE 3	NOTE 4
PROJECT MANAGER DATE	PROJECT DIRECTOR DATE

REDUCED VERSION OF TITLE BLOCK (ALTERNATE)

FULL SIZE TITLE BLOCK

NOTES:

1. MAJOR PROJECT NAME IS ENTERED HERE.
 2. SUB-PROJECT/DESCRIPTIVE NAME (to be on all drawings and part of all correspondence) AND SPECIFIC DRAWING INFORMATION IS ENTERED HERE.
 3. PROJECT MANAGER SIGNS HERE, ABOVE THE APPROPRIATE TITLE. THE PROJECT MANAGER SIGNS FOR ACCEPTANCE OF THE DESIGN WORK ON BEHALF OF THE MINISTRY.
 4. PROJECT DIRECTOR SIGNS HERE, ABOVE THE APPROPRIATE TITLE. THE PROJECT DIRECTOR SIGNS TO AUTHORIZE THE USE OF THE DESIGN WORK FOR THE MAJOR PROJECT.
 5. THIS IS THE CORRESPONDENCE FILE NUMBER.
 6. PROJECT NUMBER.
 7. PROJECT DRAWING NUMBERS. USED FOR DRAWING CONTROL AND TRACKING.
- THE FULL SIZE TITLE BLOCK IS NORMALLY USED. THE REDUCED VERSION IS AN ALTERNATIVE. SEE SAMPLE DRAWINGS.

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Figure 1210.B Title Block for Region/District Key Plan

Province of British Columbia MINISTRY OF TRANSPORTATION			
NOTE 1			
NOTE 2			
NOTE 3		NOTE 4	
REGIONAL MANAGER, ENGINEERING DATE	REGIONAL DIRECTOR DATE	PROJECT No. REG.	DRAWING No. REG.
NOTE 5	NOTE 6	NOTE 7	

NOTE 3	NOTE 4
REGIONAL MANAGER, ENGINEERING DATE	REGIONAL DIRECTOR DATE

REDUCED VERSION OF TITLE BLOCK (ALTERNATE)

FULL SIZE TITLE BLOCK



NOTES:

1. REGION OR DISTRICT NAME IS ENTERED HERE.
2. PROJECT NAME (to be on all drawings and part of all correspondence) AND SPECIFIC DRAWING INFORMATION IS ENTERED HERE.
3. REGIONAL MANAGER OF ENGINEERING'S SIGNATURE GOES HERE, ABOVE THE APPROPRIATE TITLE.
4. REGIONAL DIRECTOR'S SIGNATURE GOES HERE, ABOVE THE APPROPRIATE TITLE.
5. THIS IS THE REGION OR DISTRICT CORRESPONDENCE FILE NUMBER.
6. CONTRACT OR PROJECT NUMBER.
7. PROJECT DRAWING NUMBERS. USED FOR DRAWING CONTROL AND TRACKING.

THE FULL SIZE TITLE BLOCK IS NORMALLY USED. THE REDUCED VERSION IS AN ALTERNATIVE. SEE SAMPLE DRAWINGS.

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Figure 1210.C Title Block for Drawings

NOTE 7		Province of British Columbia MINISTRY OF TRANSPORTATION	NOTE 1																										
SCALE 0 	DESIGNED _____ DATE _____ CHECKED _____ DATE _____ DRAWN _____ DATE _____	NOTE 2																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Rev</th> <th style="width: 10%;">Date</th> <th style="width: 80%;">Description</th> <th style="width: 10%;">Signature</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Rev	Date	Description	Signature																									NOTE 3
Rev	Date	Description	Signature																										
SENIOR DESIGNER _____ DATE _____		NOTE 4	DRAWING No. NOTE 6																										
REVISIONS		PROJECT No. NOTE 5	REG.																										
		FILE No. NOTE 4	DRAWING No. NOTE 6																										

NOTES:

1. REGION, DISTRICT, BRANCH OR MAJOR PROJECT NAME IS ENTERED HERE.
2. PROJECT NAME (to be on all drawings and part of all correspondence) AND SPECIFIC DRAWING INFORMATION IS ENTERED HERE.
3. SENIOR DESIGNER'S SIGNATURE GOES HERE. (Senior designer could be a consultant, the Regional Manager of Design, or the HQ equivalent.) "Senior designer" may be replaced with the title of the signer.
4. THIS IS THE HEADQUARTERS, REGION OR DISTRICT CORRESPONDENCE FILE NUMBER.
5. CONTRACT OR PROJECT NUMBER.
6. PROJECT DRAWING NUMBERS. USED FOR DRAWING CONTROL AND TRACKING.
7. CONSULTANT'S LOGO OR SEAL MUST BE ENTERED HERE.