

September 24, 1993

TO: All H.Q. Directors: Prof. Services, Planning & Major Projects
All Regional Managers Prof. Services, Planning & Major Projects
All District Highways Managers

SUBJECT: NUMBERING CONVENTION FOR CONTRACT DRAWINGS

REFERENCE: Highway Engineering Branch Design Manual

BACKGROUND:

In the past, Design and Surveys Branch issued Drawing Sequence Numbers, when designs were assigned to Regional Offices or to Consultants. This number was and still is crucial to cross-reference drawings within the contract and for records management. With Engineering Records now being stored in one central location, it is very important that drawing numbers have relevance and uniqueness. To avoid a multitude of referencing systems, this well established and proven numbering method should be retained for all grading contract drawings. Separate numbering methods are used for Bridge and Electrical Drawings.

PROCEDURE:

All Contracts for District, Regional and Major Project Designs will be issued a drawing sequence number by the Regional Manager of Professional Services. For Consultants, this number will also be issued by the Regional Manager of Professional Services and should be documented in the Terms of Reference. Major Projects are dealt with in the same manner; the Regional Manager of Professional Services in the Region that contains the contract will issue the Drawing Series Number. If a contract straddles more than one Region, only one set of numbers should be assigned to it. Typically, a Major Project is divided in numerous contracts and may straddle more than one Region. In this case, the drawing numbers should be assigned with some consistency (sequentially if possible) and the same middle number should not be shared by two distinct contracts.

All numbers will be in the format: RR-NNN-nnnn. The 'RR' indicates the Region; valid values are R1 through R6. The 'NNN' is the drawing series within that region and is unique to this project. The 'nnnn' indicates the individual number of the drawings for that project. Two methods of 'nnnn' numbering are acceptable.

In the traditional method, drawing numbers are sequential with no gaps and without leading 0's:

RR-NNN-1 Key Plan
RR-NNN-2 through 14 Plans
RR-NNN-15 through 25 Profiles
and so on...

Alternately, the drawing numbers may be grouped by drawing type. Using this method, you may add or delete drawings, without completely re-sequencing the drawing numbers and/or changing all the cross-referencing. The following drawing numbering system is suggested:

Title Page is unnumbered
RR-NNN-001 Key Plan
RR-NNN-101 through 199 Plans
RR-NNN-201 through 299 Typical Sections
RR-NNN-301 through 399 Profiles
RR-NNN-401 through 499 Geometry and Laning
and so on...

If there are more than 9 types of drawings, the 10th type will be: RR-NNN-1001 through 1099.

The actual largest number in the series will be shown in the Index on the Key Plan. For example, in Region 5 on the 347th Drawing Series, there are 14 Plans, 2 Typical Sections, and 12 Profiles. The partial Index for these would look like:

R5-347-101 through 114 Plans
R5-347-201 through 202 Typical Sections
R5-347-301 through 312 Profiles
and so on...


The index will be shown on the Key Plan. The first drawing of each series is numbered 101, 201, 301 and so on.

Electrical Drawings are produced by or for the Traffic (Electrical) Section of Highway Engineering Branch. To match their historical data, they shall continue to use their long standing drawing sheet numbering method.

Bridge Drawings will also retain their proven and historical method of numbering.

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