



Province of  
British Columbia

Ministry of  
Transportation  
and Highways

# MEMORANDUM

June 17, 1994

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File: 195-20/T

To Distribution

**Re: Technical Circular T-1/94**  
**Numbering Convention for Professional Service Division Drawings**

Please find enclosed a slightly revised version of the above Technical Circular.

Apparently Bridge Branch, after more consideration, has found that changing their numbering system to that suggested in the draft copy of the original circular would be a major expenditure.

The circular has therefore been revised to reflect their original numbering system.

Jeff Smith  
Manager  
Operational Management Policy

JS/la

Attachment

Revised, June 2, 1994

To: All HQ Directors of Professional Services, Planning & Major Projects  
All Regional Managers of Professional Services, Planning & Major Projects  
All District Highways Managers  
All Regional Bridge Engineers

**SUBJECT :**

***NUMBERING CONVENTION FOR PROFESSIONAL SERVICES DIVISION DRAWINGS***

**PURPOSE :**

To allow a register networked throughout the province of all Professional Services Division Drawings to have a consistent search capability and to provide unique drawing numbers for each drawing produced by the Professional Services Divisions both at Headquarters and Regions.

**BACKGROUND :**

This Technical Circular has a similar background to that of Technical Circular T-5/93 and will also become part of the Highway Engineering Branch Design Manual.

Each Professional Services Division has a different drawing number convention for the drawings that it produces for its own reports not related to Highway Grading Contract drawings. This Technical Circular will set those numbering conventions so that they remain consistent in the future to allow administration and storage of the drawings in our future engineering records systems.

**PROCEDURE :**

**BRIDGE ENGINEERING BRANCH**

- A unique one or more digit number assigned to each bridge.
- Typical drawing number for the first drawing of the set for bridge No. 455 would be **455-1**.

**MARINE BRANCH**

- Drawing Numbers will be as per Consultants' project/file number.
- A typical number would be **6044-01/2** with **6044** being the Consultants' project/file number and **01/2** designating the first of two drawings.

## **GEOTECHNICAL and MATERIALS ENGINEERING BRANCH**

- A five to six digit number that will become the negative number when placed on microfilm and stored in Geotechnical and Materials Headquarters office.
- A typical number would be **93,236**.
- If the drawings are to be included in the contract documents of a project, the Branch will attach to the project and use the project's drawing numbers (See Technical Circular T-5/93).

## **HIGHWAY ENGINEERING BRANCH**

**Grading** - See Technical Circular T-5/93.

### **Traffic and Electrical**

- A two letter prefix **TE** (abbreviation for Traffic Engineering).
- Hyphen.
- A five digit number, the first two digits of which, are the year that the drawing was completed and the last three indicate whether it is the first or sixty first project done that year.
- A typical drawing number would be **TE-93065-1** which would be the number of the first drawing of the sixty fifth project done in 1993.

## **HIGHWAY ENVIRONMENT BRANCH**

### **Environmental Services :**

- For Mitigation Works : The Branch will attach to a project and use the project's drawing numbers (see Technical Circular T-5/93).  
For Specifications Drawings (ungulate gates, special fences etc.):
- A three letter prefix **ENV** (abbreviation for Environment Branch).
- Hyphen
- A two digit number signifying the year the drawing was produced.
- Hyphen
- A two digit drawing number
- A typical drawing number will be: **ENV-94-01**

### **Roadside Development**

- With the exception of the Vancouver Island Highway Project, the Branch will attach to a project and use the project's drawing numbers (see Technical Circular T-5/93).
- A typical drawing number for the V.I.H.P. is: **R6-V5401-L004**
- "**R6**" denotes the region; "**V**" represents Vancouver Island; the next three figures (**540**), represent the division number and the fourth figure (**1**), the contract number.
- "**L004**" represents the fourth drawing of the Landscape series.

## HIGHWAY SAFETY BRANCH

- Three letter prefix **HSB** (abbreviation for Highway Safety Branch).
- Hyphen.
- Two digit number defining the year in which the drawing was produced.
- Hyphen.
- Drawing number assigned in chronological order each year. **01** would be first drawing in 1994.
- Typical drawing number for the first drawing in 1994: **HSB-94-01**.

## HIGHWAY MAINTENANCE BRANCH

- Three letter prefix **HMB** (abbreviation for Highways Maintenance Branch).
- Hyphen
- Two digit number defining the year in which the drawing was produced.
- Hyphen.
- Drawing number assigned in chronological order each year. **01** would be first drawing in 1994.
- Typical drawing number for the first drawing in 1994: **HMB-94-01**.

## PROPERTIES BRANCH

- Two letter prefix **PB** (abbreviation for Properties Branch).
- Hyphen
- Two digit number defining the year in which the drawing was produced.
- Hyphen.
- Drawing number assigned in chronological order each year. **01** would be first drawing in 1994.
- Typical drawing number for the first drawing in 1994: **PB-94-01**.

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