Technical Circular T-01/26

Date: 08,18 2026

To: All HQ Directors, Highway Regional Services, Integrated Transportation and Infrastructure Services, Policy Programs and Partnerships, Finance and Risk Management
All Regional Executive Directors
All District Managers Transportation
All Regional Managers, Directors, Project Delivery
All Project Managers
All Regional Paving Managers

Subject: **RECORD DRAWINGS**

Purpose:

This Technical Circular defines the policy for Record Drawings and outlines the drafting requirements, required deliverables, and responsible parties. It should be read in conjunction with Technical Circular T-01/23 *Professional Assurance Guidelines* (or any subsequent update or replacement).

Background:

In the past, the term "as-built" was used to describe drawings that showed as-constructed information. The Construction Project Supervisor – now referred to as the Ministry Representative – was responsible for preparing these “as-built” drawings, and this role was typically filled by a Ministry employee. As the Ministry increasingly oversees work performed by external parties and relies on contracted construction supervision, there is a need for clearer documentation, defined roles and responsibilities, and explicit deliverable expectations. To align with current industry standards, the term “Record Drawings” has replaced “as-built” when referring to these drawings.

Policy:

Record Drawings are generally required for any construction project that includes design drawings prepared by a licensed Professional of Record. These shall include Grading and Paving/Resurfacing, Structural, Electrical & ITS (Intelligent Transportation Systems) projects.

The Coordinating Professional Engineer (CPE) is responsible for submitting the Record Drawings to the Ministry. The Chief Engineer’s Office is the central business unit responsible for the long-term administration, management, and maintenance of these official records.

Contact:



Ian Pilkington, P.Eng.
Chief Engineer
Office: (250) 236-7928

DECISION CRITERIA

Record Drawings are generally required for any construction project that includes design drawings prepared by a licensed Professional of Record. Their purpose is to document final as-constructed information, configurations, and any material design changes from the original construction documents.

Record Drawings shall be prepared in accordance with the criteria listed below. Where clarification is required, the Ministry Design Lead will make the final determination, including when and how Record Drawings are prepared.

Grading and Paving/Resurfacing Construction Projects:

Record Drawings are required for Grading and Paving/Resurfacing projects where material highway design changes are made to existing roadways or roadside conditions, including geometrics, drainage, lane configuration, accesses, intersections, curb and gutter, utility relocations, or electrical revisions.

The Highway Design & Geomatics *BC Supplement to TAC Geometric Design Guide* and *Civil 3D Resources* webpages provide the technical requirements for Record Drawings.

Overlay/Hot-In-Place-Recycling Projects:

Similar to Resurfacing, a Coordinating Professional Engineer and/or Professional of Record are not typically involved in these projects. Instead, the Ministry Representative may prepare and submit a Key Plan sketch showing the project limits as well as a Typical Section(s) of the completed work.

As these projects have the potential to reduce height clearance at overhead obstructions and increase the risk of impacts, Program and/or Project Managers should contact Commercial.Transport@gov.bc.ca in advance of project delivery to coordinate pre- and post- project elevation measurements.

District / Day Labour or Contract Grade Construction Projects:

For projects that are too small to warrant the use of AutoCAD/Civil 3D (or any future Ministry-mandated earthwork modeling software), there is no requirement to produce new versions of Record Drawings. A marked-up and authenticated copy of the most recent existing Record Drawings is adequate. There must be sufficient information provided on the drawings to clearly identify the extent of the as-constructed work on the site.

Structural Construction Projects:

Record Drawings are required for all Structural construction projects.

The *Bridge Standards and Procedures Manual* provides the technical requirements for Record Drawings.

Electrical & ITS (Intelligent Transportation Systems) Construction Projects:

Record Drawings are required for all ministry construction projects that involve any Electrical & ITS construction work.

The *Electrical and Traffic Engineering Manual* provides the technical requirements for Record Drawings.

GENERAL INSTRUCTIONS FOR RECORD DRAWINGS

Copies of the original AutoCAD/Civil 3D design drawings must be used and modified as needed to show the as-constructed conditions at project completion. **Do not alter or overwrite the original design drawing files.** Drawing numbers must remain unchanged to ensure consistent storage and retrieval.

Record Drawings must be standalone documents that retain as much of the original design information as possible, along with all revisions required to document construction changes. Any original design information that has changed must be deleted and replaced with the corresponding as-constructed information.

This shall include the removal, alteration and abandonment of underground utilities. Delete all utilities that were removed during construction and clearly note any utilities that were removed, altered or abandoned in place.

If the right-of-way (ROW) or parcel boundaries have been surveyed by a British Columbia Land Surveyor (BCLS) and a legal plan registered with the Land Title and Survey Authority of BC, update the linetype style to "existing" and add the legal plan number.

All contract drawings must be included in the Record Drawings set, except for minor supporting plans such as Spot Elevations, Mass Haul Diagrams, Gravel Haul Charts, Pavement Adjustments, and Staging Drawings.

The drawings shall be prepared using the same format and drafting standards as the original design drawings. Drafting standards are specified in the applicable Ministry engineering design manuals for each discipline.

If creating new AutoCAD/Civil 3D files is impractical, the original historic drawings may be digitally scanned, revised and authenticated to reflect the new as-constructed conditions. This approach should be limited to rare circumstances (e.g. minor operational upgrades, emergency response, etc.). Professionals should carefully evaluate the legal and liability risks involved in this situation and include appropriate disclaimers as needed.

Record Drawings shall be authenticated in accordance with Technical Circular T-01/23 *Professional Assurance Guidelines* and *Technical Bulletin DS20001*.

The Professional of Record shall use digital authentication technology approved by *Engineers and Geoscientists BC* as described in the Quality Management *Guide to the Standard for the Authentication of Documents*.

RESPONSIBILITY FOR DELIVERY

After a final review by the Ministry Representative and the Contractor, the Ministry Representative shall promptly submit the red-line markup drawings to the Ministry Design Lead (MDL) and the Professional of Record (POR) as described in T-01/23 *Professional Assurance Guidelines.*

The **Coordinating Professional Engineer (CPE) is responsible**[1] to coordinate and ensure Record Drawings are produced, authenticated by the PORs, and submitted to the Ministry with a “cc” to the Ministry Design Lead and the Project Manager.

[1] For projects with only one professional discipline, the Professional of Record (POR) is responsible.

DELIVERABLES

Record Drawings deliverables shall include:

- □ The Record Drawings Submission Form

  This form is used to formally register and track Record Drawings for projects submitted to the Ministry (Chief Engineer's Office).

  The information collected – including project name, project number, construction start and completion dates, contact details, and geographic coordinates – is required to create an official project record. Accurate and complete information ensures that Record Drawings are properly catalogued, linked to the correct project, and maintained efficiently.

  Completion of this form is a mandatory first step before submitting Record Drawings. Record Drawings cannot be accepted or processed without an established project record.

  Providing complete and accurate information supports effective document control, long-term retrieval, asset management, and audit requirements.

  Instructions are available directly on the form by clicking the '?' icon.

- □ the **digital design drawing project files** in accordance with the relevant design manual requirements

- □ a **combined .PDF** of the authenticated Record Drawings.

SUBMISSION INSTRUCTIONS

1. Complete the Record Drawings Submission Form.

2. Login to the Ministry's *Secure File Transfer* website: https://filetransfer.gov.bc.ca.

   External users will need to be invited by a Record Drawings team member to submit the drawing package. Refer to the instructions on how to use the Government's Secure File Transfer.

3. Click the *Send Package* button and complete the header information:

   To: RecordDrawings@gov.bc.ca
   CC: Ministry Design Lead ; Project Manager

   Subject: Record Drawings – Project #

4. Upload the required deliverables to the "File Attachments" area.

The Ministry now requires digital submission of Record Drawings deliverables. However, in rare cases and by exception, physical drawings may be mailed to the address below. Contact the Ministry Design Lead for prior approval before mailing any physical drawings.

Chief Highway Engineer's Office
c/o Engineering Systems
Ministry of Transportation & Transit
4B – 940 Blanshard Street
Victoria, BC V8W 2H3

For questions about Record Drawings submission or retrieval, contact:

RecordDrawings@gov.bc.ca