EXPRO National Manual for Projects Management

Volume 6, Chapter 6

Standard Drawing Template Guide

Document No. EPM-KE0-GL-000018 Rev 005

Document Submittal History:

Revision:	Date:	Reason For Issue
000	26/10/2017	For Use
001	03/05/2018	For Use
002	26/03/2018	For Use
003	27/03/2018	For Use
004	21/02/2019	For Use
005	15/08/2021	For Use

THIS NOTICE MUST ACCOMPANY EVERY COPY OF THIS DOCUMENT

IMPORTANT NOTICE

This document, ("Document") is the exclusive property of Government Expenditure & Projects Efficiency Authority.

This Document should be read in its entirety including the terms of this Important Notice. The government entities may disclose this Document or extracts of this Document to their respective consultants and/or contractors, provided that such disclosure includes this Important Notice.

Any use or reliance on this Document, or extracts thereof, by any party, including government entities and their respective consultants and/or contractors, is at that third party's sole risk and responsibility. Government Expenditure and Projects Efficiency Authority, to the maximum extent permitted by law, disclaim all liability (including for losses or damages of whatsoever nature claimed on whatsoever basis including negligence or otherwise) to any third party howsoever arising with respect to or in connection with the use of this Document including any liability caused by negligent acts or omissions.

This Document and its contents are valid only for the conditions reported in it and as of the date of this Document.

Table of Contents

1.0 PURPOSE

The purpose of this document is to provide guidance for using the discipline CAD templates to create drawings and background files for the Entity's and Architecture/Engineering (A/E) firm's use in the design of its projects if AutoCAD is chosen as the CAD authoring tool.

2.0 SCOPE

The AutoCAD drawing templates included in this document shall be used for all AutoCAD deliverables produced by the Contractors (A/E, EPC, Consultants, Construction Contractors, etc.) and their sub-contractors/ suppliers. It is recommended that if the A/E is using a different CAD system (e.g.Microstation, TurboCAD etc.) that they prepare a similar set of templates compatible with their CAD system.

The AutoCAD templates below are available on the Mashroat portal:

CAD TEMPLATE TYPE	TEMPLATE FILE NAME
General	EPM-KED-TP-000001
Architectural	EPM-KED-TP-000002
Civil	EPM-KED-TP-000003
Electrical	EPM-KED-TP-000004
Fire Protection	EPM-KED-TP-000005
Landscape	EPM-KED-TP-000006
Mechanical	EPM-KED-TP-000007
Piping/Plumbing	EPM-KED-TP-000008
Structural	EPM-KED-TP-000009
Geotechnical	EPM-KED-TP-000010
Telecommunications	EPM-KED-TP-000011
Safety & Security	EPM-KED-TP-000012
Utilities	EPM-KED-TP-000013
Process & Instrumentation	EPM-KED-TP-000014

Also included in each template are:

- A0, A1 and A3 border frame including attributed text for title block entries

  Refer to Exhibits A, B and C for border design

- Embedded graphical blocks for general (non-discipline specific) symbols

- Embedded functional blocks for symbols relevant to Architectural, Civil, Mechanical, Electrical, Fire Protection, Landscape and Piping/ Plumbing and other disciplines respectively. E.g. The Mechanical template will only have mechanical symbols embedded in addition to the general symbols. Refer to EPM-KED-GL-000001 – Graphical Blocks and Symbols Guide.

- General layers in all templates and discipline specific layers in respective discipline templates

- Dimension Styles (typical and common to all disciplines)
- Text Styles (typical and common to all disciplines)

3.0   DEFINITIONS

For terms used in this document refer to document EPM-KE0-GL-000011 – Definitions and References.

4.0   REFERENCES

- National CAD Standard – United States v6 - https://www.nationalcadstandard.org/ncs6/index.php
- EPM-KE0-PR-000008 - CAD Standards Procedure
- EPM-KED-GL-000001 - Graphical Blocks and Symbols Guide

5.0   PROCEDURE

The Entity shall make the templates available to the A/E who will locate the CAD file templates at a network location accessible to their A/E Design Team. The A/E will select the appropriate elements from the CAD template for use on their projects. Double clicking the *.DWT file will open a new AutoCAD CAD file which contains the elements as set forth above.

Save the file to the desired working location and name in accordance with the CAD Standards Procedure referred to above.

The functional blocks embedded in the CAD template may not cover all the requirements of the project. Whenever the required symbols are not included in the CAD template, it is the A/E's responsibility to use standard symbols from IEC and/or ANSI libraries.

Notes to A/E Design Team:

- The attachments to this document are included for reference only, the master for all graphical/ functional blocks are embedded in the various CAD templates.
- Drawing Units to be used and set in the templates is millimeters
- NCS blocks will default to factor = 25.4; other blocks will default to 1:1

6.0   ATTACHMENTS

The following attachments show the configuration of the 3 drawing border for sizes: A0, A1 and A3.

1. A0 Border
2. A1 Border
3. A3 Border

Attachment 1: A0 Border

ENGINEER REVIEW STATUS	DATE:	NAME:
A - REVIEWED; WORK MAY PROCEED		
B - REVIEWED WITH COMMENTS; REVISE & RESUBMIT; WORK MAY PROCEED SUBJECT TO INCORPORATION OF COMMENTS		
C - OBJECTION - REVISE & RESUBMIT; WORK MAY NOT PROCEED		
D - REJECTED		
E - REVIEW NOT REQUIRED, WORK MAY PROCEED		

A0 BORDER

SAMPLE

Level - 3 - E, External
Electronic documents once printed, are uncontrolled and may become out-dated. Refer to ECMS for current revision

REV. No.	DATE	REASON FOR ISSUE	
DRAWING STATUS		Drawing Status Label	

KINGDOM OF SAUDI ARABIA

EXPRO

CONTRACTOR LOGO

PROJECT REFERENCE	-		مرجع المشروع
	PROJECT TITLE 1 PROJECT TITLE 2 PROJECT TITLE 3	ARABIC TITLE	
	MAIN-TITLE TITLE1 TITLE2 TITLE3	ARABIC TITLE	
	SHEET		

FACILITY No.	XXX		مرفق رقم
CONTRACT No.			العقد رقم
SCALE	DRAWING No.		عدد الرسم REV
1:XXX		-	XXX

"A0" SIZE

Attachment 2: A1 Border

A1 BORDER

SAMPLE

ENGINEER REVIEW STATUS	DATE:	NAME:
A - REVIEWED; WORK MAY PROCEED		
B - REVIEWED WITH COMMENTS; REVISE & RESUBMIT; WORK MAY PROCEED SUBJECT TO INCORPORATION OF COMMENTS		
C - OBJECTION - REVISE & RESUBMIT; WORK MAY NOT PROCEED		
D - REJECTED		
E - REVIEW NOT REQUIRED; WORK MAY PROCEED		

REV. No | DATE | REASON FOR ISSUE

DRAWING STATUS — Drawing Status Label

KINGDOM OF SAUDI ARABIA — المملكة العربية السعودية

EXPRO

CONTRACTOR LOGO

PROJECT REFERENCE   - — مرجع المشروع

PROJECT TITLE 1
PROJECT TITLE 2
PROJECT TITLE 3 — ARABIC TITLE

MAIN-TITLE
TITLE1
TITLE2
TITLE3 — ARABIC TITLE

SHEET

FACILITY No.   XXX — مرفق رقم

CONTRACT No. — العقد رقم

SCALE	DRAWING No.	REV
1:XXX	-	XXX

"A1" SIZE

Attachment 3: A3 Border

A3 BORDER

SAMPLE

ENGINEER REVIEW STATUS	DATE:	NAME:
A - REVIEWED; WORK MAY PROCEED		
B - REVIEWED WITH COMMENTS; REVISE & RESUBMIT; WORK MAY PROCEED SUBJECT TO INCORPORATION OF COMMENTS		
C - OBJECTION - REVISE & RESUBMIT; WORK MAY NOT PROCEED		
D - REJECTED		
E - REVIEW NOT REQUIRED; WORK MAY PROCEED		

REV. No	DATE	REASON FOR ISSUE		DRAWN	DESIGNED	CHECKED	REVIEWED	APPROVED	AUTHORIZED
رقم المراجعة	تاريخ	السبب في اضافة							

DRAWING STATUS

Drawing Status Label

MAIN-TITLE		PROJECT TITLE 1		KINGDOM OF SAUDI ARABIA المملكة العربية السعودية	PROJECT REFERENCE -	مرجع المشروع
TITLE1 TITLE2	ARABIC TITLE	PROJECT TITLE 2 PROJECT TITLE 3	ARABIC TITLE	**EXPRO** هيئة نفقات الإنفاق ومشروعات الحكومية Expenditure Efficiency & Projects Authority	FACILITY No. XXX	مرفق رقم
					CONTRACT No.	العـــقـد رقم
SHEET					SCALE مقياس DRAWING No. 1:XXX - REV مراجعة عدد الرسم XXX	

"A3" SIZE