

TEC	TECHNICAL DEPARTMENT-CIVIL			Doc. No. Rev No.	TEC-013000C-SPD-CLT-Rev03
	Shop Drawings-Check List			Issue Date	August 2011
	CSI No	Subject	Doc Type	Rev. Date	16 th December 2024
	013000	General Check list for all Shop Drawings	Check List	Page	1 of 6

NOTICE: This is a general checklist serving as a basic guide and does not cover specific requirements that occur in professional practice. Users must comply to all local legal, building codes, fire and life safety codes, electrical codes, plumbing codes etc. while using this checklist. All users including "Professional Engineer", "Architect" etc. must professionally review their own works before releasing it and comply to the required professional standards.

1. Scope

This checklist is for reviewing the general requirements (Title Block, Drawings numbering, Title, and Reference etc.) of all shop drawing.

2. Project Details

Project Name		Project Code	
Client Name / PMC		Subcontractor Name	
Consultancy		Drawings No	

3. General Information

4. Check List.

4.1. Transmittal, Copies of shop drawings, hard copies

Sr. No.	Description	OK/Not OK	Remarks
A	BASIC REQUIREMENTS		
1	Shop Drawings to be posted through Aconex or any other Web based system if specified for the project		
2	Shop Drawings to be Folded to A4 size (Rolled Shop Drawings Not Accepted)		
3	Number of Copies = 1 original + 1 Copy minimum ¹ (Recommended to submit 1 Original + 2 Copies)		
4	Soft Copy of the above Drawings in AutoCAD and PDF format in a CD		
5	CD Should contain the AutoCAD Ctb of the shop drawings		
6	The PDF version should have the shop drawings in Black and white not colour		

¹ To be decided as per the project requirements.
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4.2. Standard Title block

Use the standard Title block for sub-contractors provided by the main contractors. If not received by the subcontractor, please contact the document controller or the design coordinators for the same.

Generally, the title block should consist of the below information and should generally be appear in the shop drawings from top to bottom.

Sr. No.	Description	OK/Not OK	Remarks
1	Key plan (if required two key plans may be required)		
2	Legend—Legends for different disciplines and subcontractors will be different as per their requirements		
3	General notes		
4	Revision history		
5	Project name, logo*		
6	Client name, logo & address*		
7	Project management consultant name, logo & address*		
8	Lead consultant name, logo & address*		
9	Design consultant name, logo & address*		
10	Supervision consultant name, logo & address*		
11	Main contractor name, logo & address*		
12	Subcontractor name, logo & address*		
13	Date/Scale/Drawn by/checked by/Approved by		
14	Drawing Number & Revision Number		

Logo used in the title block should have the lowest resolution /Pixel size. Reduce the pixel size if required in another software before using in AutoCAD Title block.

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4.3. Reference to IFC Drawings, other related Shop drawings, RFI etc.

Sr. No.	Description	OK/Not OK	Remarks
1	Reference IFC drawings		
2	Reference shop drawings		
3	RFI reference/ CVI reference (This reference should be indicated on the drawings with reverse cloud on the drawings where it is applicable)		

4.4. Hatch patterns, key, legends used in the shop drawings-Below is an example only.

Sr. No.	Description	OK/Not OK	Remarks
1	Column below the slab		
2	Floating column/ column starting from above the slab		
3	Step down in slab /		
4	Up stand in slab		
5	Pockets in slab		
6	Opening / cut out in slab		
7	Inserts e.g. anchor bolts, embedded plates in slab		
8	Revision cloud		
9	RFI cloud / Confirmation required from consultant (Inverted of the revision cloud)		

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4.5. Shop Drawings Numbering and Title of shop drawings.

Sr. No.	Description	OK/Not OK	Remarks
1	Shop Drawing is numbered as per TEC-MGM-DAM-03-Rev00_Shopdrawing & Doc Naming Protocol		
2	TITLE of Shop drawings Relevant, Logical and Separate Drawing Title for Each Shop Drawings. The shop drawings title should be in the followings format. • Subject (i.e. block work/ false ceilings/ Rebar etc. • Building (if there is more than one building in the project) • Level) (i.e. Level 01, Level 02) • Zone • Sheet number (i.e. sheet 1 of 3, 2 of 3, 3 of 3) Example: Blockwork shop drawings for main Building Level 01 Zone-A Sheet 2 of 3		

4.6. Use of cloud, reverse cloud in submission, re-submission of Shop drawings

Sr. No.	Description	OK/Not OK	Remarks
1	All area that are related to OR affected due to Request for information (RFI) Should be Reverse clouded and a Octagon with an RFI Number placed next to it.		
2	Cloud the changes. The individual issuing the revised Shop drawings should cloud the Changes and add a triangle with the revision number on it. Consultant / main contractor is not expected to search for the Changes in the revised drawings. Consultant / Main contractor is not responsible for the changes done the revised shop drawings which is not clouded from the previous revision.		
3	Answer the previous comments of the consultant. If required give the reference to the relevant material submittal, Reports etc. Reply to Written Comments on transmittal pointwise with cloud if applicable on a separate sheet on MS word or MS excel.		

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4.7. Submission of revised shop drawings

Sr. No.	Description	OK/Not OK	Remarks
1	Increase the revision number-External issue. Increase the Revision number of the Shop drawings e.g. - if Previous revision was -RevA the new one should be-RevB - if the previous revision was Rev0_ the new one should be Rev1_		
2	Increase the revision number-Internal issue. Increase the Revision number of the Shop drawings e.g. - if Previous revision was -RevA the new one should be-RevA1 - if the previous revision was Rev0_ the new one should be Rev0.1_, Rev0.2_,		
4	Revision number to be increased at 4 places. In the drawings itself - End of the drawings number - In the revision history In the Soft copy - AutoCAD - Pdf		
5	Answer the previous comments of the consultant. If required give the reference to the relevant material submittal, Reports etc.		

5. Comments

Comments by Subcontractor:

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Comments by Main Contractor:²

6. Summary result.

	Reviewed by	Approved by		Date	
Signature			Received from Subcontractor		Return this shop drawing to Subcontractor ☐
Date			Transmittal to Consultant on		Forward this shop drawing to Subcontractor ☐
Name			Received from consultant back on		
Designation					

² Use additional sheet if required.
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