
Guideline for the Preparation and Submission of Shop Drawings

Introduction

The purpose of the following guideline is to ensure adequate bridge information is applied to all shop drawings for department inventory purposes. This guideline shall be utilized during the preparation and submission of shop drawings:

1. The department project identifiers are to be clearly labeled within the drawing title block in a consistent manner. This will include the project location, department bridge file number and reference to the appropriate construction drawing.
2. The submitted shop drawings, regardless of sheet size, shall be of sufficient quality and legibility to allow black and white scanning at 200 dpi. Text size to be adjusted accordingly to suit sheet size. Minimum text height to be 2.5 mm.
3. The department places inventory identifiers on the shop drawings. Each drawing shall have a clear unobstructed area measuring 70 mm wide by 30 mm high near the bottom right corner of the drawings.
4. Drawings sheet size to be 8½" x 11", 11" x 17" or 22" x 34"
5. Shop drawings are not to refer to multiple structures. Individual shop drawings are to be submitted for each structure even if the details are the same. This is for department inventory control and future remedial work.
6. The "Review Stamp" is not to obscure any graphical, textual or dimensional information. The use of a small review stamp is recommended.
7. The Review Stamp shall not be placed on the back of the drawing.
8. If there is no location for the Review Stamp without obscuring information then two drawings are to be submitted. One with the Review Stamp and one without. Both drawings shall show the latest revision and mark ups.
9. Review stamps to be legibly signed and dated on each sheet.
10. For future use, the CAD files of the reviewed shop drawing shall be submitted on CD or DVD.

Contact

Questions or further information on this guideline may be directed to Wilf Schneider, Bridge Graphics Standards Technologist, Alberta Transportation, (780) 415-1042.