

DRAFTING QA/QC CHECKLIST

CHECK ALL APPLICABLE ITEMS ON EACH DRAWING

1. Title block
 - a. Project title: Correct wording/spelling?
 - b. Discipline: Correct discipline/ spelling?
 - c. Drawing title: Correct wording/spelling?
 - d. Drawing number: Correct number?
 - e. Responsibility names/initials:
 - i. Correct people?
 - ii. Correct format/spelling?
 - f. Stamp/signature/sign date (final only):
 - i. Correct person(s)?
 - ii. Current stamp?
 - iii. Signature present?
 - iv. Date?
2. Titles and references
 - a. View title:
 - i. Correct size and type (plan, section, etc)?
 - ii. Correct wording/spelling?
 - iii. Correct detail or section references?
 - iv. Correct scale listed?
 - b. Section cuts:
 - i. Correct size and location(s)?
 - ii. Correct reference letter/drawing?
 - c. Detail bubbles:
 - i. Pointed correctly?
 - ii. Correct reference number/drawing?
 - d. Key plan (if present): Correct area delineation?
3. Overall accuracy/readability
 - a. Lineweights:
 - i. Are lineweights too heavy or too light to be readable?
 - ii. Does drawing work presented on this drawing stand out?
 - iii. Are existing items colors/weights correct?
 - iv. Are colors/weights for new items from other disciplines correct?
 - b. Linetypes:
 - i. Match legends in type and weight?
 - ii. Correct for location/application?
 - c. North arrow (plans only):
 - i. Present?
 - ii. Located appropriately?
 - iii. Oriented correctly?

- d. Symbols:
 - i. Correct type for application?
 - ii. Match legend?
 - iii. Consistent size?
 - e. Scale:
 - i. View scale appropriate (too large/small)?
 - ii. View correctly scaled?
 - iii. Match scale tag in title (if present)?
 - iv. Correct scale bar (if present)?
4. Annotation
- a. Text style
 - i. Correct text style?
 - ii. Correct height?
 - b. Notes:
 - i. Correct location?
 - ii. Correct style?
 - iii. Correct numbering?
 - iv. Correct references to views?
 - v. Spelling?
 - c. Callouts:
 - i. Correct callout style?
 - ii. Consistency of wording?
 - iii. Duplication of callouts?
 - iv. Missing/incorrect callouts?
 - v. Spelling?
 - d. Abbreviations:
 - i. Match abbreviation list?
 - ii. Consistent with others in discipline?
 - iii. Consistent with others in set (where applicable)?
 - e. Leader lines
 - i. Correct style/size for application?
 - ii. Do not cross other leaders, over text, or over dimension base lines?
 - iii. Pointers correctly positioned?
 - f. Dimensions
 - i. Correct dimension style for discipline?
 - ii. Multiple dimensions aligned?
 - iii. Correct format for location?
 - iv. Missing/repeat dimensions?
 - v. Dimensions are appropriate for discipline?
 - g. Tables
 - i. Correct headings/subheadings?
 - ii. Lines are correctly shown?
 - iii. Spelling?