

HEXATECH	ENGINEERING SERVICES	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 2
	Control Of Technical Drawings Procedure	Revision No.: 0		Document Ref: ENG-PRO-02

Purpose:	To provide guideline on the control and handling of technical drawings.
Scope:	This procedure shall apply to all technical drawings related to the design and fabrication of the Company's products.
ISO Reference:	MS ISO 9001:2015 Clause No. 7.5.3

Step	Activity	Responsibility	Reference
1	<p><u>Technical Drawings</u> All technical drawings related to the Company's products are controlled and handled by the Draughtsman. All such drawings shall be kept by Draughtsman for easy identification, safe storage and quick retrieval.</p> <p>1.1 <u>Incoming Technical Drawings:</u> Technical drawings drawn and issued by external parties for the Company are to be channeled to the Draughtsman for stamping of the date received and shall be registered on the Incoming Product Drawings Log (available to authorized users on Google Drive). Such drawings received shall also be stamped either 'APPROVED FOR CONSTRUCTION' or 'DRAFT COPY' or 'OBSOLETED' or 'CANCELLED' or 'FOR REFERENCE ONLY'.</p> <p>1.2 <u>Own Technical Drawings:</u> Technical drawings generated by the Company's own Draughtsman either new, revised or modified should be controlled with the necessary drawing control number, revision number and date.</p> <p>The drawing control number, revision number and date shall be obtained from the Master Technical Drawings Log (assessable to authorized users via Google Drive).</p> <p>All incoming and own technical drawings held by the Draughtsman shall be stamped either as follows:</p> <p>(a) 'APPROVED FOR CONSTRUCTION' or, (b) 'DRAFT COPY' or, (c) 'OBSOLETED' or, (d) 'CANCELLED' or, (e) 'FOR REFERENCE ONLY' or, (f) 'SUPERCEED BY.....'.</p>	Draughtsman	<p>Incoming Technical Drawings Log</p> <p>Master Technical Drawings Log</p>

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Step	Activity	Responsibility	Reference
2	<p>If required, the Draughtsman can use the Transmittal Note as a covering note with the technical drawings as an attachment for dispatch to a third party.</p> <p>(Note: The use of 'UNCONTROLLED DOCUMENT' stamp on all technical drawings issued for in-house use or to third parties are not required).</p>	Draughtsman	Transmittal Note

End