Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Drawing Control (S8)**	YES	YES BUT	NO
1. All incoming drawings are recorded and stamped with "Date Received" stamp at the reverse side of the drawings? 2. All hard-copy of incoming drawings are recorded in the 'Incoming Drawing Record' for individual projects? 3. Consultant's latest drawings properly filed and all team members fully aware of latest changes in drawings? 4. Superseded drawings stamped "SUPERSEDED" and filed separately? 5. All outgoing drawings are identified with proper stamp for the purpose of its issuance, recorded and properly filed? 6. All production of drawings are accompanied with record of Progress of Drawing Production form?			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Drawing Control (S8)**	YES	YES BUT	NO
7. All revision of drawings are recorded in the Revision Logsheet? 8. All drawing legends, sizes and scales are to Local Authorities' Submission Standard? 9. Standard Drawings, Title Blocks and Drawings Numbering System are to ACE's standard? 10. All CAD staff are aware and have access to the company's guidelines for format and standard of drawings to be produced? 11. All revision are highlighted and clouded on drawings and properly recorded? 12. All latest revisions are updated in the drawings? 13. All drawings/tracings are checked and signed by the respective personnel with the 'Check Print'?			
Comments: Auditor Signature: Date:			