

Engineering Standard X-PRO-STD-007

Drawing and Spatial Data Standards

Document number: PRO-02187

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Ver No.	Description	Document Owner		Document Approver		
		Position	Approval	Position	Approval	Approval Date
7	Amended Version	Principal Engineering Standards and Assurance	Refer to supporting Info in REX	General Manager Engineering	Refer to supporting Info in REX	10/03/2025

Version History

Rev	Date	Description	Author	SME	Owner	Approver
7	10/03/2025	Amended Version				
6	13/10/2023	Amended Version				
5	15/12/2021	Amended Version				
4	24/07/2020	Amended Version				
3	12/05/2020	Amended Version				
2	07/06/2019	Minor Amendment				
1.05	20/06/2017	Amended Version				
1.04	29/04/2016	Amended Version				
1.03	08/01/2016	Amended Version				
1.02	30/10/2015	Amended Version				
1.01	06/03/2015	Amended Version				
1	27/10/2014	Original Version				

(Refer Controlled Document in REX for Author, SME, Owner and Approver details)

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1. Purpose

This document is part of a suite of Seqwater Engineering Standards which are in alignment with the Seqwater Quality Management System. Their purpose is to provide a consistent approach to the development, modification, and management of Seqwater infrastructure that is fit for purpose, economic over the life of the asset, and meet Seqwaters Work Health and Safety obligations. Advice must be sought from Seqwater to clarify any ambiguities in relation to this document.

The purpose of this document is to describe the required standards for the provision of plans, drawings and GIS data, resulting from work associated with new or existing Seqwater assets and facilities.

Failure to provide the information in the formats or within timelines specified in this document will inhibit Seqwater's ability to provide safe and reliable water to the residents of South East Queensland. Therefore, incorrect or incomplete data will be returned to the originator for appropriate updating.

Seqwater asset drawings are an essential information resource to support the lifecycle of asset management; from design through delivery and into operations. Seqwater drawings are managed in a single electronic database which is critical to maintain currency and accuracy of drawings. This also supports Seqwaters compliance with the Public Records Act 2002 (Qld) and the Queensland State Archives requirement to retain as-constructed drawings as a permanent record of all Seqwater infrastructure.

2. Scope

This Procedure shall apply to all Seqwater employees, suppliers, contractors and consultants working for, or on behalf of, Seqwater unless otherwise stated. Deviation from the requirements in this Procedure requires written agreement from Seqwater as per the deviation process noted in *X-PRO-STD-008 Asset Standards Management and Application*.

Seqwater undertakes regular updates of its Engineering Standards. Before utilising this Procedure, the complete list of Seqwater Engineering Standards should be reviewed to ensure currency and applicability of standards to be applied to the works.

Advice must be sought from the Seqwater Document Owner, via the Engineering Mailbox, to clarify any ambiguities in relation to this Procedure.

3. Drawing Standards

Drawings shall be prepared in accordance with the WSAA Water Supply Code of Australia WSA03-2011 Third Edition Version 3.3; and the following supplementary conditions to that Code:-

3.1. Supplementary Conditions for Clause 9.2.1 "General"

All Design Drawings must comply with the following requirements:

- Able to be read from left to right.
- The legend for water mains, symbols and line work shall comply with the details shown on Seqwater Standard Drawing D-DWG-STD-010 and D-DWG-STD-014.

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- Design drawings shall be produced using the Seqwater standard drawing templates which are size A1 and printed drawings supplied as A3 size PDF.
- Title Block to be in the format of X-DWG-STD-002 (typically), X-DWG-STD-003 (for E&I) or X-DWG-STD-005 (for P&ID) using drawing numbers provided by Seqwater.
- Seqwater title blocks shall be used for all drawings. The only additional data that is allowed is the contractor details which is to be added to the bottom left corner of the drawing template. There is not to be any additional information added to the drawing content area of the drawing template. Seqwater drawing templates are available as AutoCAD DWG files and if a contractor is to use a different drawing package (e.g., Revit, Inventor, etc.) then template must match the AutoCAD version of the template exactly.
- Only Seqwater approved drawing numbers are to be used at all times.
- Seqwater does not stipulate layer names, block symbols, colours, fonts, linetypes, etc. but leaves this to the design consultant so that their standards can be used, so long that all drawings are supplied as per the requirements specified in Section 3.5 of this procedure.
- It is now practice that when existing drawings are being updated for a project (but not for MoC) that the drawing is first transferred to the current version of the Seqwater drawing template, with the existing drawing number and revision information being retained. Seqwater can assist with this if requested.
- The legend for P&ID drawings shall comply with Seqwater Standard Drawings B-DWG-STD-001, B-DWG-STD-002 & B-DWG-STD-005 to B-DWG-STD-007 and Procedure *B-PRO-STD-003 Piping and Instrumentation Diagram Drafting*.
- The legend for electrical symbols shall comply with Seqwater Standard Drawings E-DWG-STD-003 and E-DWG-STD-004.
- Seqwater has a number of standard drawings which can be provided as guidance only to show minimum Seqwater's requirements. They are not suitable for construction without further engineering design detail.
- The supply of drawings to Seqwater shall comply with the guidelines provided below in Section 3.5 Supplementary Condition for Clause 24 "Work As-Constructed Details".
- Sufficient detail to allow construction of the works.
- A North point aligned not less than 10° above a line parallel with the base of the plan.
- Drawing Status Stamp placed in the bottom right corner of the drawing.

All design drawings ('Issued For Review', 'Issued for Tender', 'Issue For Construction', 'As Constructed', etc.) shall include the following information:

- Completion of the Revision History table (Area A) and Revision Certification/Approvals table (Area B) as shown in Figure 1, noting the following minimum requirements:
 - All fields in Area A (Revision history table) to be completed for the current revision using the next available line from the bottom. (Refer
 - Table 3-1 for more information on details required)
 - All fields in Area B (Revision certification/approvals table) completed, except signatures (wet-signed or digitally signed) are not required in area B until the drawing reaches IFT or beyond (e.g. IFT, IFC, As-Con) (Refer

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- Table 3-2 for more information on details required).

A								REVISION No.	
								RPEQ RESPONSIBLE	
								NAME:	
								DATE:	
								SIGNATURE:	
								RPEQ No.:	
								APPROVED BY	
								NAME:	
								DATE:	
								SIGNATURE:	
REV	DESCRIPTION	DATE	DRAWN	DESIGNED	RPEQ	RPEQ No.	APPROVED		
REVISIONS									

Figure 1 – Revision description and certification/approvals

Table 3-1 – Revisions history table (Area A) description log

Revision Log	Description	CAD File / Hard Copy
Rev	Revision number (alpha for preliminary issues, numeric for IFC issues and beyond – see also X-PRO-STD-014)	CAD text
Description	Details of update (descriptions such as ‘as indicated’ or ‘as per client comments’ are not acceptable)	CAD text
Date	Date of issue	CAD text (dd.mm.yy)
Drawn	Drafter responsible for the issue	CAD text (initials)
Design	Designer responsible for the issue	CAD text (initials)
RPEQ	Registered Professional Engineer of Queensland responsible for the issue	CAD text (initials)
RPEQ No.	Registered number of the RPEQ above	CAD text (number)
Approved	Person responsible for the issue. Responsibility for the accuracy of the content of the drawing is that of the company that has produce the drawing(s) and therefore the authorising signature on the drawing shall be that of the nominated representative of that company. When a drawing is revised the company that revises the drawing (this may or may not be the company that produced the original drawing) is required to sign the revision note and clearly print their name in the appropriate panels of the revisions area.	CAD text (initials)

Table 3-2 – Revision approvals table (Area B) details log

Revision Log	Description	CAD File / Hard Copy
Revision No.	Revision number (alpha for preliminary issues, numeric for IFC issues and beyond – see also X-PRO-STD-014)	CAD text
RPEQ RESPONSIBLE		
Name	Registered Professional Engineer of Queensland responsible for the issue (Name details must match the details on BPEQs online RPEQ Directory)	CAD text
Date	Date signed by RPEQ	CAD text (dd.mm.yyyy)
Signature	Signature of RPEQ above (refer also Section 3.5.2) Only to be completed at IFT, IFC & As-Con issues.	Digitally signed or printed & scanned as PDF
REPEQ No.	Registered number of the RPEQ above	CAD text (initials)
APPROVED BY		
Name	Person responsible for the issue. Responsibility for the accuracy of the content of the drawing is that of the company that has produce the drawing(s) and therefore the authorising signature on the drawing shall be that of the nominated representative of that company. When a drawing is revised the company that revises the drawing (this may or may not be the company that produced the original drawing) is required to sign the revision note and clearly print their name in the appropriate panels of the revisions area.	CAD text (initials)
Date	Date approved	CAD text (dd.mm.yyyy)
Signature	Signature of Approver (refer also Section 3.5.2) Only to be completed at IFT, IFC & As-Con issues.	Digitally signed or printed & scanned as PDF

3.2. Supplementary Conditions for Clause 9.2.3 “Scale”

The locality plan shall be drawn to a scale of 1:2500.

Detailed design plans and horizontal sections of longitudinal sections are to be at a scale of 1:500. The vertical scale for longitudinal sections is to be 1:250. For complex areas, the detail shall be at a larger scale which provides the detail to construct or maintain.

Where more than one scale is used, the scale shall be shown adjacent to the relevant section. A graphic scale is to be shown for each scale used on the drawing.

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3.3. Supplementary Conditions for Clause 9.2.4 “Content of Design Drawings”

In addition to WSAA requirements, the following information is required:

- Design drawings shall show the Seqwater easements and are to include details of RP descriptions, boundaries and offsets to enable the position of the easement boundaries to be determined.
- For pipelines, pipeline chainages and corresponding design levels shall be shown at suitable regular intervals as well as at each change of grade, at each bend and fitting, and where surface levels are shown, including for fibre optic conduits if applicable.
- Scour/drain pit details shall include plan showing the arrangement of each scour/drain pit and scour discharge route.
- The depth to invert level of pipeline for both initial and known future surface levels shall be included on the elevation.
- Location and type of Communication Pits, Cathodic Protection Test Points and Anode Beds.
- Location of Fibre Optic Cable.
- Pipe protection or pipe coating.
- A plan and long section for each section of pipeline.
- Location of anchor blocks and trench stops.

3.4. Supplementary Conditions for Clause 9.4 “Recording of Work As Constructed Information”

In addition to WSAA requirements, the design drawings shall be prepared so that the ‘As Constructed’ information can be submitted in the format described in Clause 24 of Part 2: Construction.

3.5. Supplementary Conditions for Clause 24 “Work As-Constructed Details”

3.5.1. Drawings

Work ‘As-Constructed’ drawings are to be submitted to Seqwater in the following formats:

- Single PDF document for each drawing in Landscape orientation. When the PDF is viewed the PDF ‘Layers’ is to be disabled and shall default to A3 size when printed. Diagrams 1 and 2 in Appendix A shows acceptable drawing presentation.
- The PDF is to be printed from the Paper Space within the CAD file.
- The file name of the PDF and CAD shall include the drawing number followed by the drawing title. Diagram 3 in Appendix A shows acceptable file name, noting the “toggle case” of the file name.
- There are to be individual PDF & eTransmitted ZIP files for each drawing – PDF’s & ZIP files shall not be multi-paged.
- Seqwater currently uses AutoCAD 2020 and drawings shall be saved in AutoCAD 2018 (AC1032 DWG format for AutoCAD 2018/2019/2020/2021/2022/2023) compatible format. Any drawings produced in later than AC1032 AutoCAD DWG file format will not be accepted and will be returned to the consultant for resubmission in the correct format. Each CAD file shall be unique to each PDF file. The CAD file is to be provided as a zipped file (*.zip) using the AutoCAD e-transmittal feature. The zipped file includes all plot table files, font files, reference files and data links. The CAD file size should typically be less than 5MB but may be varied upon consultation regarding the use of aerial images & references. A fully bound and clipped CAD file may be

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acceptable with Seqwater's approval along with appropriate plot and font files. Diagram 4 in Appendix A shows typical information in e-transmitted file and Diagram 5 in Appendix A shows the Transmittal Setup required in AutoCAD.

- Drawings produced in Autodesk vertical platforms or other software packages shall be supplied as per the above procedures. These drawings are to be supplied as "vanilla" AutoCAD files so that Seqwater can update the drawings at a later date without the need of having these vertical platforms or software packages.

The 'As-Constructed' information is to be provided to Seqwater prior to final acceptance of the works. When work, for which As-Constructed drawings are required, has been completed, the Contractor shall submit the original of each drawing showing the work as completed within 20 days of completion of that work.

The 'As-Constructed' drawing shall also include:

- All design detail which has not been changed during construction.
- All design detail which has changed, suitably clouded and referenced in the revisions table as appropriate to highlight the changes.
- The location and level of all existing services exposed during construction of the works.
- The positions of all structures and key features shall be referenced to the horizontal and vertical datum including pipelines, fibre optic conduits, valves, fittings, cathodic protection infrastructure, etc.
- Details of the strata encountered during tunnelling/boring installations.
- Grouting operations, including quantities of grout used.
- Any deviations from the design drawings which are more than ± 100 mm in plan or ± 50 mm in elevation.
- Certification by the Registered Professional Engineer of Queensland (RPEQ) responsible for supervising the construction of the work including the RPEQs name, date, signature, either wet-signed and scanned or digitally as per Section 3.5.2 and RPEQ registration number.

3.5.2. Supply of RPEQ Signed Drawings and Engineering Statements

The minimum requirements for drawings and associated Engineering Statements to be received by the Coordinator, Plans & Drawings shall be as set out in Table 3-3 below.

Table 3-3 – Provision of Drawings and Engineering Statements

Timing	Drawing Revision	Documentation Requirements
Completion of Detailed Design (prior to construction / installation of the works)	IFC	Signed PDF drawing files. Signed <i>ES1 – Design</i> Engineering Statement/s
Updates to Detailed Design (post-IFC)	IFC	Signed PDF drawing files. Signed <i>ES1 – Design</i> Engineering Statement/s
Practical Completion (within 20 business days)	As-Con	Signed PDF & eTransmitted DWG files Signed PDF <i>ES2 -Construction</i> Engineering Statement/s
End of Defects Liability Period (within 20 business days)	Updated As-Con	Signed PDF & eTransmitted DWG files of updated drawings Signed PDF <i>ES2 -Construction</i> Engineering Statement/s

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Note that Seqwater requires Engineering Statements to be provided at completion of the Detailed Design (ES1 - Design) and following completion of Construction (ES2 - Construction) as set out in *X-PRO-STD-009 Engineering Design, Construction, Operation and Maintenance* to certify that the design/construction has been undertaken in accordance with the requirements of the Professional Engineers Act 2002 (Qld) and the associated Code of Practice issued by the Board of Professional Engineers of Queensland.

Seqwater has, since June 2020, been accepting digitally signed PDF files in addition to wet-signed drawings which are then scanned at a resolution of not less than 600 dpi.. Drawings that have a “scanned” image of the RPEQ signature inserted into the drawing to create a PDF file will not be accepted. Unless the PDF file is digitally signed, the drawing shall be printed and wet signed in blue by the RPEQ before being scanned as a PDF file.

Digital signature in this context means signing engineering drawings or models electronically to certify the design represented by the drawing or model in the form of text. Example of an accepted digital signature include RPEQ Number, Name and Date (REPQ #12345, John Smith, 01/01/2020). For traceability Digital Signatures use specific encryption and validation methods to sign documents electronically:

- Use a certificate-based digital ID to authenticate signer identity.
- Demonstrate proof of signing by binding each signature to the document with encryption – validation is done through trusted Certificate Authorities (CAs) or Trust Service Providers (TSPs).

Digitally signed PDF files have their downfalls and, if used, need to comply exactly with Seqwater requirements as the files are not able to be cleansed due to security restraints. Previously simple things like rotating a drawing, removing author/title fields from the metadata and only seeing the page view when opened could be performed on PDF files but this is not possible with digitally signed files.

Therefore, Seqwater needs to ensure that any drawing that has been digitally signed complies exactly with the following requirements as the files are not able to be cleansed prior to adding them to the Seqwater controlled drawings database due to security restraints:

1. Drawings are Landscape as per Diagram 1 in Appendix A.
2. Drawings have no metadata in the “Title” and “Author” fields of the PDF Properties. Seqwater REX is configured to read this information in preference to the Filename. See Diagram 6 in Appendix A.
3. The Initial View is set to Page Only and not any of the other options – default is “Bookmarks Panel and Page” or “Layers Panel and Page” depending on the application used to create the PDF. See Diagram 7 in Appendix A.
4. Passwords shall not be applied to PDF files.

In instances where PDF files have been digitally signed and require this information to be fixed, the consultant will be required to update and resubmit the files.

3.6. GIS (spatial) information

Spatial data requirements for Non-Schematic AutoCAD are:

Standard Projection for Seqwater is Geocentric Datum of Australia 2020 (GDA 2020) Zone 56 (MGA 56).

- Standard vertical datum for Seqwater is Australian Height Datum (AHD).
- The name of the file is to clearly state the contents of the data, e.g. “As Constructed Pipelines”. All layer names are to reflect the information included in that layer. All abbreviations used require a description to be provided.

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- The metadata is to provide a description of the file and information relating to the accuracy of the data when applicable.

For further information on GIS requirements, contact the Seqwater GIS team at GIS.Support@Seqwater.com.au

4. Definitions and Abbreviations

The following definitions and abbreviations Table 4-4 apply to this Procedure.

Table 4-4 – Definitions

Term	Definitions
As-Con	As Constructed (as opposed to As Built).
Contractor	The Contractor is the entity that, dependent on contracted scope, is responsible for the management and / or execution of the design, construction, commissioning and operation of the asset for the duration of a project (i.e. the “work”). Seqwater can undertake the role of the Contractor.
DWG	AutoCAD Drawing.
Employees	Means persons employed directly by Seqwater in a permanent, temporary or casual capacity.
Engineering Mailbox	Microsoft Office mailbox engineering@seqwater.com.au used to manage engineering correspondence with ESA, including all official correspondence relating to drawings management in Seqwater. The Engineering Mailbox is managed in accordance with X-PRO-STD-016.
Engineering Standards and Assurance unit (ESA)	Team within IPCD that develops and manages Engineering Standards and provides engineering support to the Seqwater business.
GIS	Centralised Spatial Information program
IFC	Issued For Construction.
IFR	Issued For Review.
IFT	Issued For Tender.
Infrastructure Planning & Capital Development (IPCD) - Engineering	Provides Engineering and Technical Support to the Seqwater business.
Leader	Means any Level 1, 2, 3 and 4 Leader with responsibility for managing a functional area of the business, including people management responsibilities within their functional area.
Manufacturer / Supplier / Vendor / Original Equipment Manufacturer (OEM)	The entity that manufacturers or supplies equipment to meet the specifications of the Contract.
MoC	Management of Change – a system and processes to manage changes to reduce the risk and increase the quality and safety of change.

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Term	Definitions
Owner / Principal / Seqwater	The entity that engages the Contractor to undertake the work and takes custody of the outcome. The Owner may delegate responsibilities to other entities to act on its behalf (e.g. a consultant).
PDF	Portable Document Format.
PID/APMP	Seqwater's internal project identifier numbers.
REX	Seqwater Electronic Document and Records Management System.
RPEQ	Registered Professional Engineer of Queensland
Shall / must	Indicates a mandatory requirement.
Should	Indicates a recommendation.
Worker(s)	Includes all permanent, temporary, and casual employees of Seqwater, and: • vocational and work experience placements • volunteers • contractors and consultants employed by another entity but temporarily assigned to do work for or on behalf of Seqwater.
WTP	Water Treatment Plant.
ZIP	Compressed Archive File Format. AutoCAD can create a ZIP file of a drawing using the eTransmit feature, ensuring that all plot table files, font files, reference files and data links are included with the drawing.

5. Roles and Responsibilities

The following roles and responsibilities Table 5-5 are applicable in the context of this Procedure.

Table 5-5 – Roles and Responsibilities

Role	Responsibility
Coordinator, Plans and Drawings	• Main contact for all drawings database queries. • Checks in / out drawings, issues new drawing numbers, supersedes / obsolete drawings, co-ordinates internal redline mark-up drawing updates, and any other drawings management activities.
General Manager Engineering (IPCD)	• Accountable for implementation and management of this Procedure.
Principal Engineering Standards and Assurance (ESA)	• Responsible for development, implementation, and management of this procedure. • Manages the Engineering Standards Naming Convention Structure. • Manages the record keeping of Engineering Standards and Engineering Drawings in REX.

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Role	Responsibility
Seqwater REX Users	Able to access Engineering Standards and Engineering Drawings in REX on a "Read Only" basis.
Workers	Comply with the requirements of this Procedure in the management, development or revision of drawings associated with new or existing Seqwater assets and facilities.

6. References and Related Materials

The documents listed in Table 6-6 and Table 6-7 below, and the requirements therein, are relevant to this Procedure. In their latest editions, these documents form a part of this Procedure. Note that this is not an exhaustive list of documents relevant to the Procedure.

Seqwater undertakes regular updates of its Engineering Procedures and Standards. Before utilising this document the complete list of Seqwater Engineering Procedures and Standards should be reviewed to ensure currency and applicability for the proposed works.

Table 6-6 – Reference Seqwater Documentation

Description	Location
PRO-01617 X-PRO-STD-009 Engineering Design, Construction, Operation and Maintenance Procedure	REX
PRO-01872 X-PRO-STD-002 Engineering Drawing Numbers Procedure	REX
PRO-02190 X-PRO-STD-006 Equipment Numbering and Naming Convention Procedure	REX
PRO-02205 X-PRO-STD-008 Asset Standards Management and Application Procedure	REX
PRO-02252 X-PRO-STD-003 Third Party Works Consent Management Procedure	REX
PRO-02253 X-PRO-STD-014 Drawings Management Procedure	REX
SPE-00395 Engineering Standard D-SPE-STD-001 Water Supply Network Planning, Design and Construction	REX

Table 6-7 – Reference External Documents

Document Reference	Document Title	Location
WSA 03 - 2011	Water Services Association of Australia - Water Supply Code of Australia, WSA03-2011 Third Edition, Version 3.3	www.wsaa.asn.au (REX D24/235066 for internal use only)
	Professional Engineers Act 2002 (Qld)	www.legislation.qld.gov.au
	Code of Practice, Board of Professional Engineers of Queensland	www.bpeq.qld.gov.au

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7. Changes from Previous Version

This Procedure will be regularly reviewed in accordance with the requirements of the Seqwater Controlled Document Management Procedure. Reviews will include consideration of suggestions for alteration or improvement made in accordance with *X-PRO-STD-004 Development and Review of Asset Standards*.

Changes made from the previous version of this document are summarised in Table 7-8 below:

Table 7-8 – Changes from Previous Version

Section Number	Change
3	Version of WSA03-2011 updated.
3.1	Clarification that only Seqwater drawings numbers are to be used at all times.
3.3	Correction of trench stops label.
3.5.1	Clarification around the files to be supplied and their sizing.
4	Term & Definitions updated for team structure.
5	Term & Definitions updated for team structure.
6	Version of WSA03-2011 updated.

8. Verification

Compliance with this document may be verified by internal audit.

9. Further Information

For further information please contact the owner of this document.

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Appendix A

DIAGRAM 1 – PDF ORIENTATION

LANDSCAPE (☺)



PORTRAIT (☹)

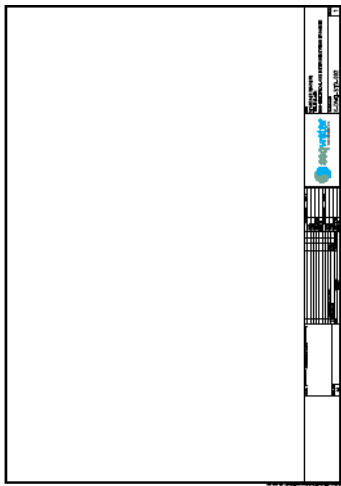
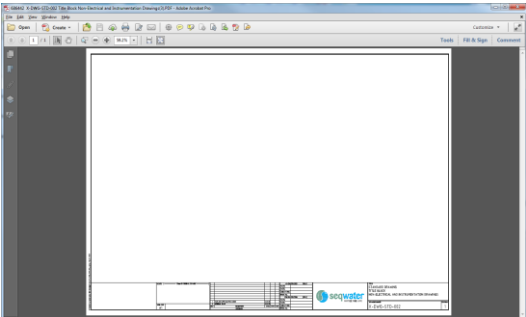


DIAGRAM 2 – PDF SCREEN VIEW

PDF SCREEN VIEW (☺)



PDF SCREEN VIEW (☹)

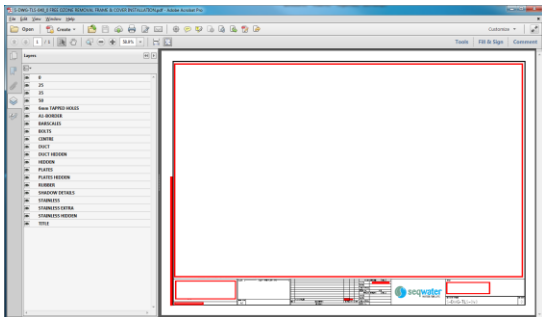


DIAGRAM 3 – TYPICAL DRAWING FILE NAME

	TITLE NOOSA WTP, OFF LAKE MACDONALD DRIVE, COORRY RENEW AIR SCOUR BLOWER STRUCTURAL STEEL NOTES	
	DRAWING NUMBER S-DWG-TNO-002	REVISION 1

File Name = S-DWG-TNO-002 Renew Air Scour Blower, Structural Steel Notes

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DIAGRAM 4 – E-TRANSMITTAL CAD FILE

TYPICAL INFORMATION (☺)

786835: ES-8402-01 Ozone Dosing System - 9801MCC Ozonation MCC - AIT8402 & FSV8402...				
File Edit View Window Help				
Name	Size	Date	Time	
acad.fmp	294	4/04/1997	6:14:26 PM	
ES-8401-01 Ozone Dosing Syste...				
new				
HAL_KBR_BW.bmp	41950	18/12/2001	10:33:38 PM	
lander.dwg	41820	27/08/2015	1:16:44 PM	
Sun Coast Water Alliance ...	516054	24/07/2002	1:36:38 AM	
WATER_SUPPLY_BOARD.b...	1659054	3/06/2002	7:54:20 PM	
ES-8402-01revAB.dwg	55140	27/08/2015	1:16:44 PM	
ES-8402-01revAB.txt	2367	27/08/2015	1:16:44 PM	
Fonts				
arial.ttf	773852	19/05/2014	5:11:46 PM	
HELV.shx	10979	20/02/1991	2:42:42 PM	
ISO3098B.shx	4358	21/02/2003	12:58:02 PM	
isocp.shx	7322	21/09/2007	7:07:34 PM	
simplex.shx	17816	13/10/2004	4:49:16 PM	
times.ttf	836020	19/05/2014	5:11:46 PM	

INADEQUATE INFORMATION (☹)

786835: ES-8402-01 Ozone Dosing System - 9801MCC Ozonation MCC - AIT8402 & FSV8402...				
File Edit View Window Help				
Name	Size	Date	Time	
ES-8402-01revAB.dwg	55140	27/08/2015	1:16:44 PM	
ES-8402-01revAB.txt	2367	27/08/2015	1:16:44 PM	

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DIAGRAM 5 – E-TRANSMITTAL AutoCAD Setup

TYPICAL INFORMATION (☺)

Modify Transmittal Setup

Current user:
Current transmittal setup: Standard

Transmittal type and location

Transmittal package type:
Zip (*.zip)

File format:
AutoCAD LT 2010/AutoCAD 2010 Drawing Format

☒ Maintain visual fidelity for annotative objects ⓘ

Transmittal file folder:
C:\Working\DWG\READY\

Transmittal file name:
Prompt for a filename
dwg - Standard.zip

Path options

☒ Use organized folder structure
Source root folder:
H:\

☐ Place all files in one folder

☐ Keep files and folders as is

Actions

☐ Send e-mail with transmittal

☐ Set default plotter to 'none'

☐ Bind external references

☒ Bind

☐ Insert

☒ Purge drawings

☐ Remove Design Feed

Include options

☒ Include fonts

☒ Include textures from materials

☒ Include files from data links

☒ Include photometric web files

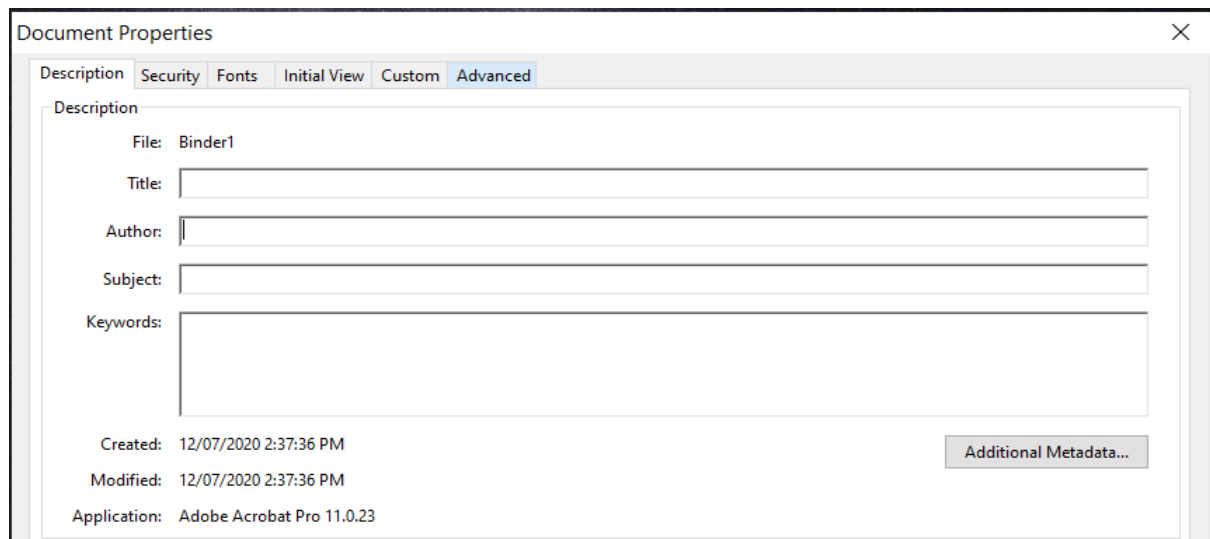
☐ Include unloaded file references

Transmittal setup description:

OK Cancel Help

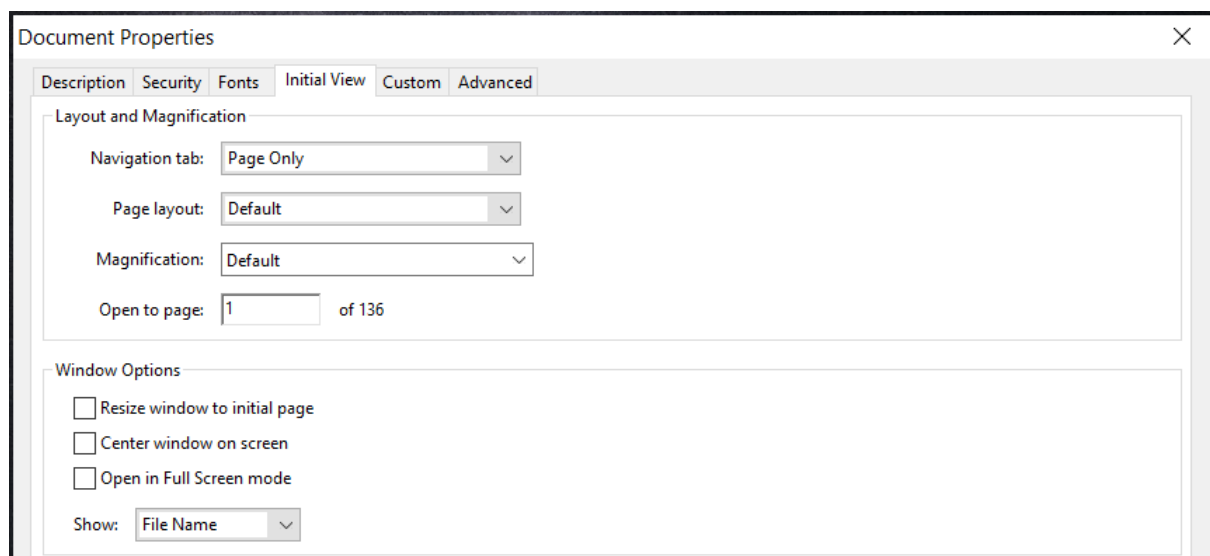
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DIAGRAM 6 – Title & Author Metadata Fields

The screenshot shows the 'Document Properties' dialog box with the 'Description' tab selected. The 'File' field is set to 'Binder1'. The 'Title', 'Author', 'Subject', and 'Keywords' fields are empty. The 'Created' and 'Modified' dates are both '12/07/2020 2:37:36 PM'. The 'Application' is 'Adobe Acrobat Pro 11.0.23'. There is an 'Additional Metadata...' button on the right.

Field	Value
File	Binder1
Title	
Author	
Subject	
Keywords	
Created	12/07/2020 2:37:36 PM
Modified	12/07/2020 2:37:36 PM
Application	Adobe Acrobat Pro 11.0.23

DIAGRAM 7 – Initial View Tab

The screenshot shows the 'Document Properties' dialog box with the 'Initial View' tab selected. The 'Layout and Magnification' section includes 'Navigation tab' (Page Only), 'Page layout' (Default), 'Magnification' (Default), and 'Open to page' (1 of 136). The 'Window Options' section includes checkboxes for 'Resize window to initial page', 'Center window on screen', and 'Open in Full Screen mode'. The 'Show' dropdown is set to 'File Name'.

Section	Field	Value
Layout and Magnification	Navigation tab	Page Only
	Page layout	Default
	Magnification	Default
	Open to page	1 of 136
Window Options	Resize window to initial page	☐
	Center window on screen	☐
	Open in Full Screen mode	☐
	Show	File Name

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