
New Folder Name Proposed Drawing Template
and Release Approval and Revision Procedure
T950086

CALIFORNIA INSTITUTE OF TECHNOLOGY
Laser Interferometer Gravitational Wave Observatory (LIGO) Project

To: Distribution
Through: Albert Lazzarini *al*
From: Dennis Coyne *DC*
Phone: -2034
Refer to: LIGO-T950086-00-E
Date: 16 Nov 95

Subject: Proposed Drawing Template and Release, Approval and Revision Procedure

Note: Drawings that are already released shall not be re-drawn to meet these requirements.

General Drawing Requirements

All drawings (as opposed to sketches) shall use the attached template. The only requirement for sketches is that a LIGO number be assigned (if released outside of LIGO) and be legible on the sketch.

A drawing shall:

- 1) have a LIGO assigned number (Dyynnnn)
- 2) be assigned an appropriate revision number or letter:
 - SK-nn for sketch or pre-release version (where nn = 00 through 99)
 - A, B, C, ... for lettered revisions (where A is the initial release)
- 3) have approval names in the signature block of the first sheet only
- 4) have a "drawn by" name and date

In addition, all External Interface Drawings [i.e. drawings between the major systems, Civil Construction (CC), Vacuum Equipment (VE), Beam Tubes (BT) and Detector (Det)] shall:

- 1) have dimensions given in inches (mm) or ft-in (mm)
- 2) contain the following note:
ICD INFORMATION: This drawing contains interface information.

If a drawing is revised, all sheets (of a multi-sheet drawing) shall be marked with the new revision designation and be released as a package; approval is designated by initials on the first sheet only.

Approvals

The personnel required to check and approve a drawing depends upon the nature of the drawing as follows:

- 1) External Interface Drawing:
Shall be approved by the technical task leaders for the systems involved in the interface (generally just two), the next level of management above these task leaders (one or more), and the Systems Engin. & Integration leader.
- 2) Internal Interface Drawing:

Shall be approved by the technical task leaders for the sub-systems involved in the interface (generally just two), the next level of management above these task leaders (generally one), the Sub-system Engineer (if applicable), and the Systems Engin. & Integration leader.

3) Assembly Level Drawing:

Shall be approved by the technical task leader for the assembly involved, the next level of management above this task leader, the Sub-system Engineer (if applicable), and the Systems Engin. & Integration leader.

4) Sub-Assembly, Component and Part Drawings:

Shall be approved by the relevant technical task leader.

In addition, if the drawing involves safety compliance or a potential safety hazard, the Safety Officer shall also be listed in the approval block. Likewise if a specific Quality Assurance concern is addressed by the drawing (tight tolerances, unusual processing, etc.), then the QA engineer shall be listed in the approval block.

Distribution:

When the signed drawing is filed with the Document Control Center, the Document Control Center should distribute copies to all signatories, as well as QA and Safety (for Assembly level and above drawings).

DCC:dcc

Attachment: Proposed drawing template. (~coyne/dwg_template_B.asc)

The drawing template is very similar to the one proposed by Janeen Hazel, with the following differences:

- 1) No drawing size indication, since it is an anachronism; The drawings are (generally) scalable postscript files.*
- 2) Addition of a "sheets affected" block associated with the revision descriptions.*
- 3) Larger block for tolerancing.*

cc:

F. Asiri	R. Bork	M. Coles	J. Hazel
C. Conley	L. Jones	A. Lazzarini	B. Tyler
B. Lucas	B. Young	W. Althouse	R. Vogt
G. Sanders	A. Sibley	R. Spero	S. Whitcomb
J. Worden	G. Stapfer	O. Matherny	L. Turner
P. Lindquist			

