

MTI Drafting Standards Quality Assurance Checklist for DDDs

DATE: _____

DRAWING FILENAME: _____

PATH IN MTI DATABASE: _____

DRAWN BY: _____

CHECKED BY: _____ Preliminary: _____ Final: _____

REVISED BY: _____ Date: _____

NOTE:

- > Not all items on this list will be applicable to every drawing, the **MTI Standard Engineering Drawings for DDDs** and the **MTI CADD Standards and Plans Preparation Manual for Roadway Projects** should be used in conjunction with this checklist. > CADD personnel should utilize the checklist prior to notifying Regional Management for review.
- > If revisions required, see NOTES on Comments page.

- 1 ACCEPTABLE
- N / A
- TO BE ADDED
- REVISE

TITLE BLOCKS

1 DDD Title Block

- a> Title Blocks can be found in the cell library.
- b> Use standard Title Block cell for type of drawing, "DDD" for Key Plan, "DDD Sheets" for detail sheets, etc.
- c> Other.

2 PR / PTH / PA / Main Market Roads, etc.

- a> Identify Road Name and or Number.
- If Provincial Access, identify with Access number and name.
- b> Other.

3 Project Description

- a> Should match tender as close as possible, abbreviations OK, see CADD Standards Manual.
- b> Description to be the same on all sheets if part of set.
- c> Identify type of work proposed.
- d> Other.

4 Prepared By, Date Drawn, Scale, Sheet, Plan No.

- a> Prepared by Region No. (01, 02, 03 etc.).
- b> Date drawn, date to be updated when changes or corrections are made.
- c> Date to be in day, month, year, format.
- d> Scales shown are correct.
- e> Sheet Nos. shown are correct, Plan No. is issued by HPD
- f> Other.

5 Sheet Location

- a> Ensure legal description is correct, including Administrative Jurisdictions, (RM / Parish / City / Town / etc.).
- b> Use standard abbreviations, see CADD Standards Manual.
- c> Other.

TITLE BLOCK (con't)

6 ACCEPTABLE
 N / A
 TO BE ADDED
 REVISE

Sheet Description

- a> Use standard sheet descriptions, (see Standard Drawings).
- b> Other.

7 Environmental Approvals. (This needs to be filled in, before plotting to mylar)

- a> Check with Project Manager for this.
- b> The issued number is to be used, not the date of the letter.
- c> Other.

8 Base Data Information

- a> Include this information when available.
- b> Other.

9 Path in MTI database

- a> File to be done in Working folder and moved to Final after QMS approvals.
- b> Filenames to follow MIT naming conventions, see CADD Standards Manual.
- c> Other.

10 Drawing Sheets

- a> This is to be completed even for one sheet.
- b> Titles to match the sheets, use standard sheet titles (see Standard Drawings).
- c> Other.

11 Revisions Box

- a> To be completed if applicable.
- b> Date of revision to be in day, month, year format.
- c> See CADD Standards Manual for procedures on revisions.
- d> Other.

KEY PLAN SHEET

12 Standard North Arrow and Road Shields

- a> Use applicable cells.
- b> Other.

13 Project Limits

- a> Show Start of Project, End of Project, show stations.
- b> Start at top of sheet and work down.
- c> Show locations of construction use shading color CO=9.
- d> Other.

14 Stationing, Match lines , Orientation of Text

- a> Orientation of stationing / text to follow Standard Drawings, also see CADD Standards Manual.
- b> Try to keep Match Lines on Municipal Roads.
- c> Ensure text sizes are correct.
- d> Other.

KEY PLAN SHEET (con't)

15 ACCEPTABLE
 N / A
 TO BE ADDED
 REVISE

Legal Description

- a> Legal description to match drawing, check for accuracy.
- b> Administrative Jurisdictions are shown and correct.
- c> Boundaries; Province, City, RM, Town, Indian Reserves, International, etc.
- d> Check for appropriate line styles, weights and text sizes.
- e> Check other legal information for accuracy, Section, Township, Range, River Lots, Plan numbers, etc.
- f> Other.

16 Mile Roads, Quarter Lines, ROW, etc., Orientation of Text

- a> Orientation of stationing / text to follow Standard Drawings, also see CADD Standards Manual.
- b> Station Mile Roads, Quarter lines and Section lines that cross centerline.
- c> Check for appropriate line styles and weights.
- d> Use shading color CO= 9, for Towns and Villages, (see Standard Drawings).
- e> Other.

17 Road / Street names, Railways and Waterways

- a> Label road names, bodies of water, rivers, floodways.
- b> Show direction of flow, use cell "flow arrow".
- c> Identify bridge, overpass and or underpass with site numbers and names.
- d> Show location and owner of all railways, use abbreviations.
- e> Provincial Access Roads, show name & number, e.g. St. Leon Access (02666010)
- f> Other.

18 Utilities

- a> Show location of all above and below ground utilities (pipelines, transmission lines, aqueducts, etc. if scale used is 1:2000 or smaller)
- b> Use applicable cells, line styles and scales.
- c> Check for utility agreements with local regional office.
- d> Remove Disclaimer note if not applicable.
- e> Other.

19 Centerline, Edge of Pavement, etc.

- a> Show proposed and existing centerlines.
- b> Show curve radii and emax.
- c> Ensure Line styles, weights and text sizes are correct.
- b> Other.

20 Intersection and other detail areas to be identified and referenced

- a> Ensure refer to details are correct.
- b> Other.

21 Cross Section Cut Line Locations

- a> Use cell "Cross Section View Outline", if congested, can be shown on Detail Sheets.
- b> Ensure station and sheet are correct.
- c> Other.

CROSS SECTION DETAILS SHEET

1 ACCEPTABLE
 N / A
 TO BE ADDED
 REVISE

1 **Title Block**

- a> Use cell, "DDD Sheets".
- b> Remove legend.
- c> Sheet Location should read Various Locations.
- d> The remaining information should be checked with Title Block information on page 1.
- e> Other.

2 **Cross Section Description**

- a> Ensure work description matches Tender, Re-hab, Surfacing, Grading, etc.
- b> Ensure Cross Section Station matches, from x-section details to Key Plan
- c> Other.

3 **ROW Lines and Dimensions**

- a> Dimensions shown should match legal plan.
- b> Direction of cross section is shown (North / South, etc.).
- c> PTH / PR, Street number, etc., to be shown just below ROW dimensions.
- d> Centerline symbol, to be shown just below PTH / PR, Street number.
- e> Ensure lanes and shoulders are identified and dimensioned correctly.
- f> Other.

4 **Cross Section Scale**

- a> See Standard Drawings for appropriate scales.
- b> Other.

5 **Existing Ground Cross Section**

- a> Existing Ground Line has correct style, weight and notation.
- b> See Standard Drawings for example of existing cross section.
- c> Stationing to start at top of sheet and go down & left to right.
- d> Existing pavement, if applicable, to be shaded in color CO=9 and labeled Existing Bituminous Pavement.
- f> Other.

6 **Proposed Structure**

- a> Base and pavement shown correctly, use appropriate patterns.
- b> Show cross fall percentage.
- c> Material type, notations and dimensions are shown and correct.
- d> Shoulder edge treatment (SET) and note, shown if applicable.
- e> See Standard Drawings for example of Shoulder edge treatment methods.
- f> Future gradelines (for staged contracts) show in color = CO9, label description.
- g> Other.

7 **Proposed Embankment**

- a> Side slopes (3:1 or 4:1. etc).
- b> See CADD Standards Manual for method on scaling cross sections.
- c> Bench cuts and subcuts shown correctly, (weights and line styles), (see Standard Drawings).
- d> Topsoil Removal; Stripping or Excavation, label to match Tender.
- e> Other.

INTERSECTION DETAILS SHEET

1 ACCEPTABLE
 N/A
 TO BE ADDED
 REVISE

Title Block

- a> Use cell, "DDD Sheets".
- b> Legend to reflect features as shown and as required.
- c> Ensure legend existing / proposed features, line styles and weights are correct.
- d> Sheet Location should read Various Locations.
- e> The remaining information should be checked with Title Block information on page 1.
- f> Other.

2 **Intersection Description & Details**

- a> Indicate type (By-Pass, Channelized, etc), check dimensions with the Intersection Design Guide.
- b> Ensure location and scale are correct.
- c> Show locations of construction use shading color, CO= 9.
- d> Use applicable cells for North Arrow and Road Shields.
- e> Other.

3 **Legal Description**

- a> Legal description to match drawing, check for accuracy.
- b> Administrative Jurisdictions are shown and correct.
- c> Boundaries; Province, City, RM, Town, Indian Reserves, International, etc.
- d> Check for appropriate line style, weights and text size.
- e> Check other legal information for accuracy, Section, Township, Range, River Lots, Plan numbers, etc.
- f> Other.

4 **Mile Roads, Quarter lines, ROW, etc, Stationing, Orientation of Text**

- a> Orientation of stationing / text to follow Standard Drawings, also see CADD Standards Manual.
- b> Try to keep Match Lines on Municipal Roads.
- c> Station quarter lines and section lines that cross centerline.
- d> Check for appropriate line styles, weights and text size.
- e> Use shading color, CO=9 for Towns and Villages, (see Standard Drawings).
- f> Other.

5 **Road / Street names, Main Market Roads, Railways and Waterways**

- a> Label road names / numbers (use shields for roadways), bodies of water, rivers, floodways, If Provincial Access, identify with Access number and name.
- b> Show direction of flow of waterway, use cell "flow arrow".
- c> Identify bridge, overpass and or underpass with site numbers and names.
- d> Show location and owner of all railways, (use abbreviations).
- e> Other.

6 **Existing Roadway and Topography**

- a> Shown as required.
- b> Use applicable cells, line styles and scales.
- c> Show crossings to be removed or proposed, as required.
- d> Other.

7 **Utilities**

- a> Show location of all above and below ground utilities (pipelines, transmission lines, aqueducts, etc.
- b> Use applicable cells, line styles and scales.
- c> Check for utility agreements with local regional office.
- d> Remove Utility Disclaimer note if not applicable.
- e> Other.

INTERSECTION DETAILS SHEET (con't)

- ACCEPTABLE**
 N/A
TO BE ADDED
 REVISE

8 **Proposed Roadway**

- a> Centerline, lane widths, shoulders, (dimensions).
- b> Show curve data (use cell, "Curve Data").
- c> Show appropriate shading for concrete and or Bituminous, (see Standard Drawings).
- d> Show proposed crossings as required.
- e> Show horizontal alignment break points (use "BCEC" cell,) (see Standard Drawings).
- f> Other.

9 **Cross Section Cut Line Locations**

- a> Use cell, "Cross Section View".
- b> Ensure station and sheet references are correct.
- c> Other.

INTERSECTION DETAILS SHEET COMMENTS
