**CADD - Frequently Asked Questions**

**1. Can I use a different Base Drawing Size?**

The standard size is A1. The Department of Finance can allow for the base drawing size to be changed on a project by project basis. Authority to change the base drawing size must be obtained from the Department’s Building Records Manager.

**2. Can I use a different CADD file naming structure?**

The Department of Finance can allow for the CADD file naming structure to be changed on a project by project basis**.** Authority to change the file naming structure must be obtained from the Department’s Building Records Manager.

**3. Why are the CADD Standards so important?**

As a State Government agency, the Department of Finance is bound by a variety of laws. The most prominent legislation applicable to CADD Standards is the [*State Records Act 2000*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_924_homepage.html). This legislation, in conjunction with the Department of Finance’s Record Keeping Plan, identifies all ‘As Constructed’ drawings as a Government record. As such, the drawings must be stored in an approved format, in a secure way and never be destroyed. CADD standards ensure a consistent quality in Government’s stored building records.

**4. Must I comply with all the requirements outlined in the CADD Standards for Deliverables Manual?**

Yes. As the Standards form a part of a contract, you are legally required to comply with the Standards outlined in the Manual. It is also the lead consultant’s responsibility to ensure that all drawings by sub-consultants are delivered on time, and to the Standards outlined in the Manual. Failure to do so by any parties is a breach of contract.

**5. What if my sub-consultants do not supply me with the drawings?**

As the lead consultant, it is your responsibility to ensure that enough processes are in place to facilitate the timely retrieval of drawings, for delivery to the Department of Finance.

**6. What if I don’t comply with the prescribed CADD Standards?**

All consultants (including sub-consultants) must comply with the Standards. Failure to do so may result in action being taken in accordance with the relevant contract.

**7. What happens if I do not provide the Department of Finance with all the project’s ‘As Constructed’ Drawings?**

Failing to provide the Department of Finance with all ‘As Constructed’ Drawings for a project, is a breach of contract. The lead consultant is responsible for ensuring that all drawings comply with the CADD Standards, and for their provision to the Department, by the specified due date.

**8. Why have Asset Management Plans been included in the CADD Standards for Deliverables Manual?**

There is a current trend toward utilising Facilities Management (FM) systems within government agencies. It has been decided that this will be a requirement for many of our clients over the next few years. As such, FM systems have been determined to be a necessary requirement for all future projects.

**9. Paper Space**

Paper Space can be used throughout the design and documentation phases and ‘As Constructed’ CADD drawings can be delivered in this format.

**10. What are the deliverables? When are they due? Who do I give them to?**

Delivery requirements are outlined in the contract (and the various consultancy Panel Contracts) and can vary depending on the type of project, and the client agency.

Generally, it is the Lead Consultant’s responsibility to collect and deliver all documents to the Department’s project manager, as stated in the contract.

The Lead Consultant is also required store all contract deliverables, for seven (7) years and deliver them on request.

It is recommended that you refer to the contract documentation in the first instance. Should you continue to have questions, please contact the relevant Department of Finance project manager.

**11. Does the Department of Finance have a collection of required blocks for use in drawings?**

No, the Department has no block library as it does not have any specific requirements for them. Rather, consultants can use their own libraries within their organisation.

**12. Does the Department of Finance have a collection of symbols that I can have?**

The Department no longer has any requirement for specific symbols in its drawings. Instead the use of Australian Standard drawing practice as specified in the AS1100 series is encouraged.

**13. Does the Department of Finance have a sample project that I can use to guide me through the specified requirements?**

The Department provides CADD drawings from previous projects on an as needs basis. Refer to the ‘Contact Us’ section for further information.

**14. Can we use scanned images in our drawings?**

No, scanned images cannot be used in drawings. The Department will allow the use of a scanned image of your logo or the client logo, but this must be supplied, when the drawings are delivered to the Department of Finance.