

Section 4: Documenting Data from CAD Projects#

4.6 Documenting CAD Models#

Each project may produce a number of CAD models. Where standard file and layer-naming conventions are used these will be documented as part of the overall project metadata (see [Section 4.3](#)). If new or modified layer-naming conventions are used in the creation of the model then these must be documented at this stage.

For each model the documentation should include:

Element	Description
Project Name	Include the project name or title with the documentation to cross-refer to the project level documentation.
Reference Number	Include the project reference number (if any) with the documentation to cross-refer to the project level documentation.
Creator	Record the name and address of the organisation or individual(s) responsible for creating the CAD model.
Name of CAD Model	The name of the CAD model, which will often be the name of the site.
CAD Software	The type and version number of the CAD software used, e.g. AutoCad release 10. Give details of any updates or revisions to the software and portions of the model associated with each version.
Files Used	Provide a list of files used in the model. For cross-referenced files the full file name with directory path must be recorded.
Layer Convention	Note the name of the layer-naming convention used by the project and document any amendments made to this convention in the model, including changes to line type, colour, drawing elements etc.

4.6.1 Documentation for Attached External Databases

Element	Description
Project Name	Include the project name or title with the documentation to cross-refer to the project level documentation.
Project Reference	Include the project reference number (if any) with the documentation to cross-refer to the project level documentation.
Database	Type and version number of database used, e.g. MS Access version 2.0.

Name	The name of the database, data table or data file. This would incorporate the project reference number.
Data Field	For each data field: field name any codes used description, if coded data is used a complete list of any codes with a description of each code should be provided.
CAD File	The name of the CAD file with which the database is linked.
Link Field	Name of the linking field between the database and CAD model.
File Format	The format in which the database has been saved.
Creation Date	The date when the database was created.

Back-up files that are created while work is in progress should be stored separately, in case there is any need to restore the CAD model from a back-up during the life of the project.

[Previous](#) | [Next](#) | [Contents](#)