



Work Instruction

IMS-GEE-S6.2-WIN -0006 – Version 6.0

Title: Management of Drawings at JRC-Geel

Document owner (entity)	JRC.R.6
Main IMS process	S6.2 Infrastructure Maintenance
Other IMS processes	S6.5 Site Development
Keywords	buildings, security, safety, electrical, HVAC

Function	Name
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1. AIM

This work instruction describes the management of drawings by the JRC-Geel Design Office.

2. SCOPE

This work instruction is applicable for the following categories of drawings:

- Buildings
- Security
- Safety
- Electrical
- HVAC

3. DEFINITIONS

Acronym/Term	Definition
Building and HVAC drawings:	All drawings made on the request of the Site Development section. The Site Development section remains the process owner and is responsible for the verification of these drawings. Can include: <ul style="list-style-type: none"> • Architectural and structural plans of buildings, infrastructure plans (roads, sewer system) and landscape plans of the site, ventilation system and heating network.
Safety Drawings:	All drawings made on request of HPS. The HPS remains process owner and is responsible for the verification of these drawings. Can include: <ul style="list-style-type: none"> • Evacuation plans; drawings made for the purpose of licensing; crash maps; drawings of the fire detection protection systems, CCTV's systems, intrusion detection and access control systems.
Security Drawings:	All drawings made on request of the LSO. The LSO remains process owner and is responsible for the verification of these drawings. Can include: <ul style="list-style-type: none"> • CCTV's systems, intrusion detection and access control systems.
Electrical Drawings	All drawings, excluding schematic drawings, made on the request of the Maintenance & Utilities section. The Maintenance & Utilities section remains the process owner and is responsible for the verification of these drawings. Can include: <p>Layout plans, sections, ceiling etc.</p>
Released drawings:	The most recent approved revision of each drawing.
Archived drawings:	All approved revisions of each drawing except the latest one (which is in released status). No drawings are created in this sub folder.
Proposal drawings:	New or modified drawings not yet released. These are working drawings.
HPS	Health Physics Service
LSO	Local Security Officer
HVAC	Heating, Ventilation and Air Conditioning

4. DESCRIPTION OF ACTIVITIES AND TASKS

Drawings are managed and controlled by the JRC-Geel Design Office.

The identification of the drawings is detailed in Table 1 below.

1: Site		5: Name	
20RG	JRC-Geel Site	MISC	Miscellaneous
2: Building Number		FIRE	Fire
000	Site	DUCT	Ducting
010	Main Building	PIPE	Piping
020	MONNET (ex-Van de Graaff)	OVRV	Overview
040	Mass spectrometry	PLUM	Plumbing
050	Linac	SEWR	Sewer
051	Linac Flight path area	SANI	Sanitary water
060	Technical Services	STEAM	Steam
070	Waste	TOPO	Topography
071	Flammable products	SECU	Security
072	Storage Chemical products	SAFE	Safety
081	Cafeteria	MECH	Mechanical general
090	Medium Voltage building	HEAT	Heating system
092	15kV Cabin	ROOF	Roof plan details
100	Conference building	DATA	Data cabling / sockets
110	Chemistry Building	BOAR	Boards Panels (electrical/data)
120	TD garages	CABL	Cable trays
130	CRM building	LIGH	Lighting
170	Pumping station	ARCH	Architectural general
180	Heating building	ROOM	Room number/details
190	CRM storage	CEIL	Ceiling plans
200	RMP Building	LAYO	Lay-outs
210	Administration Building	FLRS	Floors
222	Entrance Building	BO-2	BO2 lines
		BGAS	Bottled gas
3: Services		EVAC	Evacuation plans
A	Architectural, Civil, Building Works	ELEV	Elevation plans
M	MEP (overview)	ROAD	Roads
E	Electrical Services		
S	Security/Safety	6: Level	
T	Topo	X	Undefined
F	Fire	MOD	Model
H	Heating system	DWG	Drawing
P	Plumbing/Piping/sanitary	VWS	Views
O	Overview (all)	F01.../Fxx	Foundations
4: View		B01	Basement 1
P	Plan	L00	Ground floor
D	Detail	LI + number	In between floor 1
E	Elevation	L01/L02/...	First floor / Second floor / ...
L	List	R01.../RXX	Roof 01 – Roof XX
R	Reflected plan	A-A/B-B/...	Section A-A/B-B/...
S	Section	NOR	North elevation
G	Schematic Diagram	7: Sequential Number	
U	Underground	From	001
3	Three dimensional	To X	Undefined

Table 1: Drawings identification

Drawing number

Example:

20RG - 190 - P - P - SEWR - L00 - 001

Pipingplan of sewer building 190 groundfloor (1st drawing)

The structure of the title block for the drawing is detailed below:

The diagram shows a drawing template with various sections and annotations. The annotations are as follows:

- JRC-Geel flag and info:** Points to the European Commission logo and contact information.
- Revisions and revision info:** Points to the 'REVISIONS' table.
- Drawing number (Pushed-in by Vault):** Points to the 'Drawing number' field.
- Date, name and file location when printing:** Points to the 'Date', 'Name', and 'File location' fields.
- Title and sub-titles of drawing:** Points to the 'TITLE 1' and 'TITLE 2' fields.
- Status and current revision of drawing (Pushed-in by Vault):** Points to the 'STATUS' and 'CURRENT REVISION' fields.
- Legal statement:** Points to the 'THIS DRAWING IS THE PROPERTY OF THE JRC...' statement.
- Scale of drawing and format:** Points to the 'SCALE: 1:1000' and 'FORMAT: A0 841x1189mm' fields.
- Name of technical responsible:** Points to the 'Technical Officer' field.
- Name of Head of Unit:** Points to the 'Unit Head' field.
- Name of designer:** Points to the 'Drawn by' field.

The document control process is illustrated in Annex 1: Management of Drawings

5. RESPONSIBILITIES

The organisational entity identified on the cover page is responsible for ensuring the maintenance of this document.

The JRC-Geel Design Office is responsible for updating the drawings.

Complementary responsibilities are detailed in Annex 1.

6. OTHER DOCUMENTS & REFERENCES

All drawings are stored in the shared drive J:\JRC.R\JRC.R.6\DWG\.

Archived drawings are kept for at least 30 years.

7. DISTRIBUTION

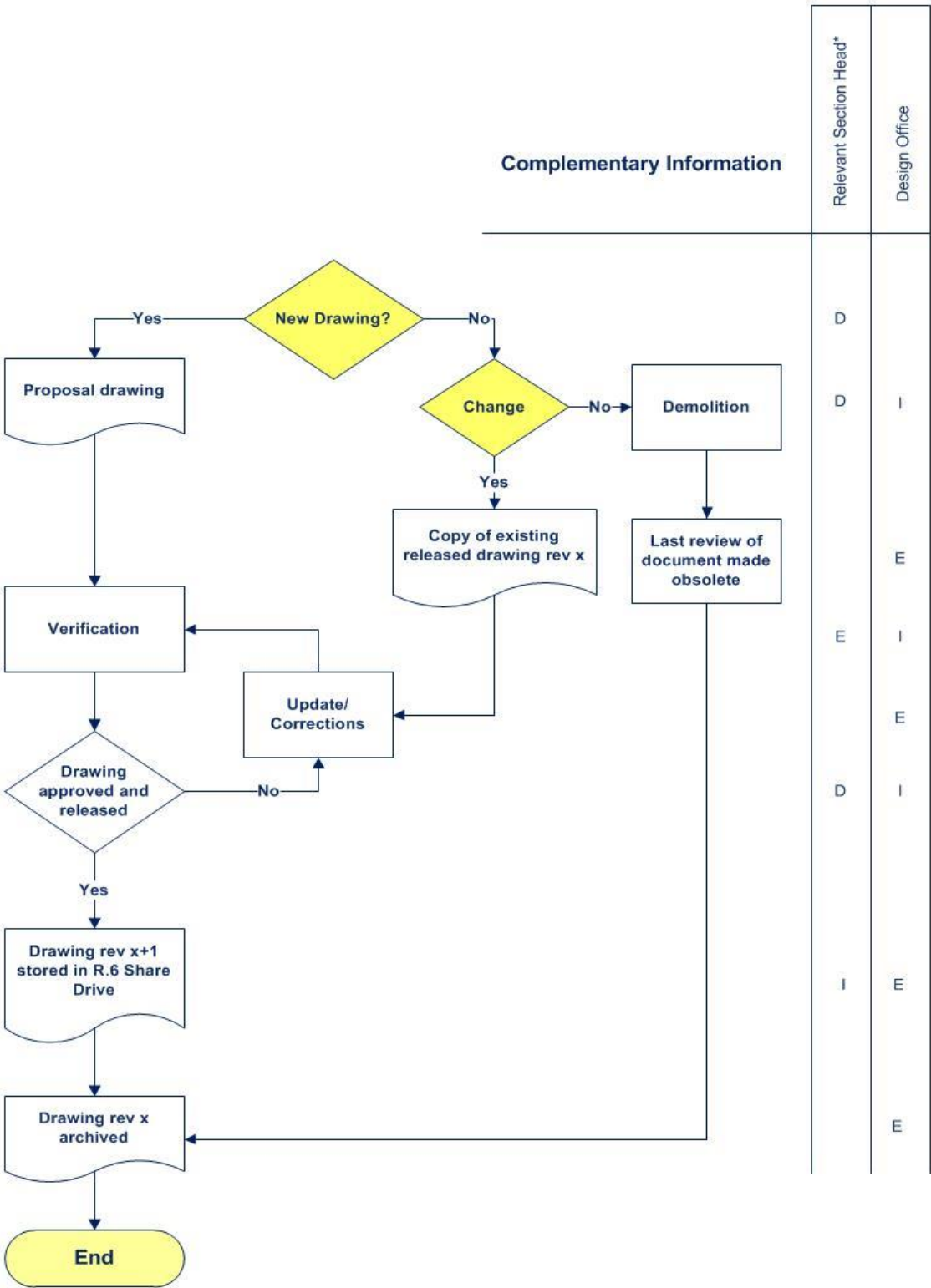
R.6 Unit (Site Management services)
Andreas FESSLER (HPS)
LSO

8. REVISION HISTORY

Version	Section	Description	Date
V 6.0	2 & 3 4	Workshop and mechanical drawings removed. Safety, electrical and HVAC drawings added. New table 1. Change R.5 to R.6. Annex 1 added – work flow	01/01/2018
V5.1	Cover page	Minor change – incorrect document ID no on cover page – 4 instead of 6	21/08/2017
V5	4 7	Updated for IMS and restructuring. Table 1 – levels A and N. Title block structure updated File locations updated	06/06/2017
V4	4; 8	Table 1: Building 140 removed. "Underground" added. Name Building 222 updated. Title block structure updated. Annex 1 removed – workflow follow-up in VAULT system	01/03/2016
V3	Table 1 Stamp drawing	Building 080 removed Revision letter added	09/10/2014
V2	Table 1	Buildings 092, 210 and 222 added; building 030 removed	17/09/2013
V1		Created programmatically in CompliantPro	14/04/2013

ANNEX 1: Management of Drawings

Responsibility



*Can be Head of Section for Electricity, HVAC or Buildings or LSO or HPS

D = Decide, E = Execute, A= Assist, I= is Informed