

### Purpose

The purpose of this Quick Reference Guide (QRG) is to:

- outline the components of the **Engineering Drawing Titleblock**
- indicate minimum requirements for metadata
- provide instructions on how to successfully populate required and optional information areas

### Access Titleblock Templates

CAD Administrator (or Drafter) can access the titleblock templates via the *Conventional Portal* > **Technical Compliance** > **Engineering Information Management** > **Governing Documents** > **Templates and Forms**.

### Components of an Engineering Drawing

**1 CAD File Number** – located top left of drawing, just outside of drawing area. It represents the native drawing filename with revision number.

- Include dashes and dots (where applicable), but **do not** include file extension.  
Examples: DB1-ELM-42-PID-02-00-0001-001\_1, DB1-ADR-42-PID-02-00-0001-001\_0.A.0
- Limited to the confines of the area allotted on the drawing but must be legible.
- Refer to the Cenovus Standard CVE-10-STD-00-0014-001 Controlled Document Naming and Numbering when designing and drafting all new engineering drawings.

**2 Drawing Area** – the drawing canvas where the design takes shape and the drafting is completed.

- At drawing turn over, all content must be within the confines of the drawing area (i.e., information imported for reference during drawing design development must be deleted).

**3 Reference Drawings and/or Models** – identified by Engineering or Design and Drafting. This is a free text field. Use all CAPS.

REFERENCE NUMBER	REFERENCE TITLE

- 1 line per entry (e.g., Drawing Number and Title, Model Number and Title, or Vendor Document Number and Title)
- Add legacy document number and its latest revision number. Do not remove for the life of the drawing.

**4 Stamps** – this is the area where the Engineer’s or Technologist’s stamp and Permit to Practice Number are located.

STAMPS

- If present, must include stamping Engineer’s or Technologist’s signature and date.

**5 Revision History** – at least 1 line is required per drawing revision.

(a) REV/NO	(b) REVISION	(c) DATE	(d) DRN	(e) CKD	(f) DES	(g) LDE	(h) PE

(a) **Rev No** – this is the area where the revision number goes. Use all CAPS and dots to separate characters. McLaren examples: 0.A.A (soft revision), 0.A.0 (hard revision), and 1 (Base Case).

- Revision** – describes the reason for drawing issuance. Refer to the drafting job instructions located *Conventional Portal* > **Technical Compliance** > **Engineering Information Management** > **Governing Documents** > **Job Instructions** for more details.
- Use “issued for” code (e.g. IFC, RE-IFC, ASB, BASE CASE)
- Can also include extra information to describe “what” was updated on the drawing

(b) **Date** – the date of issue of the document, commonly the date the drawing is plotted and signed off by approvers.

- Format as YYYY/MM/DD

(c) **DRN** – initials of the Designer/Drafter who worked on the drawing.

(d) **CKD** – initials of the checker who checks the work of the drafter.

- (e) **DES** (optional) – initials of the Discipline Engineer/Designer, commonly the stamping engineer.
- (f) Required for authenticated drawings
- (g) **LDE** (optional) – initials of the Lead Project Discipline Engineer to whom the designing engineer reports to.
  - Required for authenticated drawings
  - When the designing engineer is not a P. Eng, then the Lead Discipline Engineer or designate authenticates the drawing.
- (h) **PE** (optional) – initials of the responsible Project Engineer.
  - Required for authenticated drawings

- Examples: ISSUED FOR APPROVAL, ISSUED FOR CONSTRUCTION, PROJECT AS-BUILT, BASE CASE, etc.
- (c) **Project No.** – as instructed by CVE Project team or CVE Document Management.
- (d) **LSD (Legal Subdivision)** – as instructed by the CVE Project team. Refers to the surface location of a drawing. Use all CAPS.
  - As required
  - Only 1 LSD per drawing
  - For example: 05-16-006-13-W4
- (e) **Issue Date** – must be the same as the **Date** within the Revision History.
  - Format as YYYY/MM/DD
- (f) **Scale**
  - Example: 1:1000 or 'NTS' (not to scale) as required (e.g., P&IDs)

- For example: Battery, Satellite, Wellsite
- (c) **Package No.** – typically, refers to the Engineering Work Package (EWP) number, but other work package numbers are acceptable.
  - Mandatory field if the drawing is part of an EWP package
  - Full number including dots
- (d) **Cenovus logo**
  - Cenovus Energy
- (e) **Title** – this is a free text field. Title requires 4 lines. Use all CAPS except when it is intentional to use any lower-case character such as 25kV. **'Special characters'** must not be used in any document title. Refer to standard CVE-10-STD-00-0013-001 Managing Controlled Engineering Documents for EP for more details.
  - Line 1: Area (e.g. Pelican Lake, Weyburn, etc.)
  - Line 2: Drawing Description
  - Line 3: Drawing Description cont'd (as required)
  - Line 4: Drawing Type (Refer to CVE-10-STD-00-0016-001 Reference and Common Data standard)

## 6 Current Revision

CONSULTANT NAME AND LOGO  <b>(a)</b>	
REVISION DESCRIPTION <b>(b)</b>	
PROJECT NO. <b>(c)</b>	
LSD <b>(d)</b>	
ISSUE DATE <b>(e)</b>	SCALE <b>(f)</b>

- (a) **Consultant Name and Logo** – represents the primary EP information only (not sub-contractors). Use all CAPS.
  - Logo required except on Base Case
  - EP typed name
- (b) **Revision Description** – refers to the Issued for “status” as outlined in CVE-10-STD-00-0016-001 Reference and Common Data for more information.
  - Include the full revision description

## 7 Main Information Area

PROCESSING FACILITY LSD <b>(a)</b>	ASSET TYPE <b>(b)</b>	PACKAGE NO. <b>(c)</b>
<b>cenovus</b> <b>(d)</b>		
TITLE  <b>(e)</b>		
DRAWING NO. <b>(f)</b>		REVISION NO. <b>(g)</b>

- (a) **Processing Facility LSD** – refers to the surface location of the main facility that the equipment depicted on the specific drawing is sending its product to for further processing before sales.
  - For example: 05-16-006-13-W4
  - If no processing facility use NA
- (b) **Asset type** – a single word to define the type of facility represented on the drawing.

- (f) **Drawing No.** – as received from CVE Document Management.
  - Example: CONG-PL-42-PID-00-0001-001
  - The legacy document number must be updated to the new document number for a newly issued revision
  - May include, a D suffix for Demolition drawings
- (g) **Revision No.** – this is the area where the McLaren revision number goes.
  - Use dots to separate characters

- Examples: 5.A.A (soft revision), 5.A.0 (hard revision), and 6 (Base Case)

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### Initial Setup

1. Open the titleblock template located **Conventional Portal > Technical Compliance > Engineering Information Management > Governing Documents > Templates and Forms** that you require.
2. Go to **File > Save As** to your chosen directory.
3. Open AutoCAD.
4. Click **Insert** to open the Insert dialog box.
5. Select **Browse** to open the Select Drawing File dialog box.
6. Locate the directory in which the template titleblock is saved.
7. Select the template file.
8. Click **Open**.
9. Click **OK** in the Insert dialog box.
10. Click **OK** in the Edit Attributes box.
11. Click **Save As AutoCAD Drawing** to your chosen directory.
12. Choose a filename for the template.
13. Click **Save**.
14. Open a new AutoCAD session.
15. Click **New Drawing**.
16. In the Select template dialog box, choose the template that was saved in Step 13.
17. Click **Open**.
18. Click **Save As AutoCAD Drawing**.
19. Save as the new drawing number in the project directory.
20. Repeat Steps 14 to 19 for new drawings, after template has been saved.

