

???????? Draftsman

- JOB DESCRIPTION

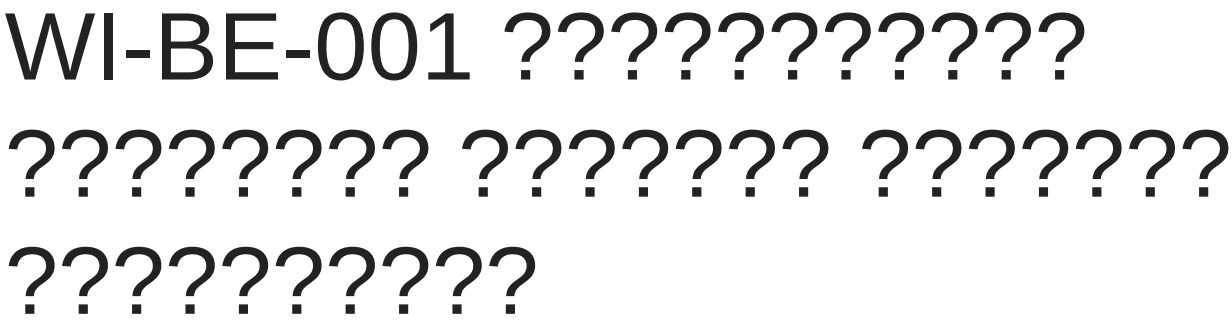
-

- WI-BE-001    

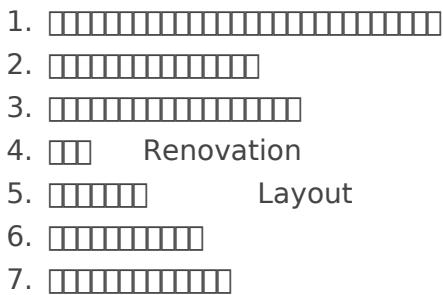
[illegible]

JOB DESCRIPTION

????????????????

[illegible]

- ## 2. ??????



- ### 3. ?????????

4. ???

“

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 ”

4.10 ??????????????

As-built Drawing

5. ?????????????????

????????? 1 ????????

- 1.
- 2.
- 3.
- 4.
- 5. / / /
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

/ Project Code

- FM-2026-001
- REN-SKP-001
- EXP-HQ-002

????????? 2 ?????????

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1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 

??????????

1. 
2. 
3. 
4. 
5. 

????????????

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8.  Network
9.  Fire Alarm
10. 
11. CCTV

??????????

1. 
2. 
3. 
4. 
5. 
6. 
7. 

Option B

1.
2.
3.
4.
5.
6.

???????????? 4 ?????? Concept Design

1.

Layout
2.

Floor Plan
3.

Elevation
4.

Perspective
5.
6.

Material Reference
7.

1.

Project Code
2.

Drawing No.
3.

Drawing Name
4.

Revision
5.

Date
6.

Drawn By

???????????? 5 ?????????????? Concept

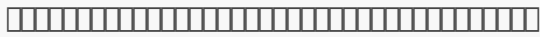


1. 
2. Layout
3. 
4. 
5. 
6. 
7. 
8. 



“ ”

Concept Design



???????? 6

????????????????

[illegible]

Construction Drawing



1. Floor Plan
2. Furniture Layout
3. Dimension Plan
4. Elevation
5. Section
6. Ceiling Plan
7. Lighting Layout
8. Electrical Layout
9. Plumbing Layout
10. Detail Drawing
11. Door & Window Schedule
12. Material Schedule



Scale

?????????? 7

???????????????????? BOQ

Scope of Work

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

BOQ

“ A B

???????????? 8

????????????????????????????????

?

1. Drawing
2. Scope of Work
3. BOQ
4. Material Specification
5. Site Condition
6. 
7. 
8. 

[illegible]

2-3 ☐☐☐

1. 
2. 
3. 
4. 
5. 
6. 
7. Warranty
8. 
9. 

???????? 9

????????????????????

[illegible]

1. 
2. 
3. 
4. 

5. ☐
6. ☐
7. ☐
8. ☐

☐

☐

☐

☐

?????????? 10

?????????????? Shop
Drawing

☐

☐ Shop Drawing

☐

1. ☐
2. ☐
3. ☐
4. Aluminium
5. Built-in
6. ☐
7. ☐
8. ☐
9. ☐
10. ☐
11. ☐
12. ☐

Shop Drawing ☐

1. ☐
2. Material
3. Thickness
4. Connection
5. Fixing
6. Joint

- 7. ☐
- 8. Elevation
- 9. ☐
- 10. Drawing Revision

???????????? 11 ???? Shop Drawing

☐

- 1. ☐
- 2. ☐
- 3. ☐
- 4. ☐
- 5. ☐ ☐ Scope / Material / Cost

☐

A – Approved

☐

B – Approved with Comment

☐

C – Revise and Resubmit

☐

D – Rejected

☐

???????????? 12

????????????????????

XXXXXXXXXXXXXXXXXXXX

AFC – Approved for Construction

XXXXXXXXXXXXXXXXXXXX

XXXXXX

- 1. Project
- 2. Drawing Number
- 3. Revision
- 4. XXXXX
- 5. XXXXXXX
- 6. XXXXX
- 7. XXXXXXX

XXXXXXXXXXXXXXXXXXXX

Revision

XXXXXXXXXXXXXXXXXXXX

?????????? 13
????????????????

XXXXXXXXXXXXXXXXXXXX

Pre-Construction Meeting

XXXXXXXXXX

- 1. Scope
- 2. Drawing
- 3. Material
- 4. Schedule
- 5. Working Hours
- 6. XXXXXXX
- 7. XXXXXXX
- 8. XXXXXXX
- 9. XXXXXXX
- 10. PPE
- 11. Hot Work
- 12. XXXXXXX
- 13. XXXXXXX
- 14. XXXXXXX

- 15.
- 16.

????????? 14

????????????????????

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7. Aluminium
- 8.
- 9.
- 10. Hardware

-
- 1. Brand
 - 2. Model
 - 3. Size
 - 4. Color
 - 5. Specification
 - 6. Quantity

Material Approval

?????

[illegible][illegible]

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??????????

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1. 
2. 
3. 
4. Network

????????

[illegible]

???????? Built-in

[illegible]

?????????? Finish

?????????? 16

????????????????

Change Request / Variation Order

1.

2.

3.

4. /

5. /

6. Revision

7.

“ =

?????????? 17

????????????????

1.

2.

3.

- [illegible]

?????????? 20 As-built Drawing

As-built Drawing

[illegible]

1. 
2. 
3.  Network
4. 
5. 
6. Built-in
7. Layout

6.

??

Gate 1 – Requirement Approved

████████████████████

Gate 2 – Concept Approved

████████████████████

Gate 3 – Drawing / Budget Approved

███ ██████████ ████████████████████

Gate 4 – Approved for Construction

████████████████████

Gate 5 – Final Acceptance

████████████████████

██████████ Gate ████████████████████

7. RACI

██████████	██████████ ██	██████████	██████████	██████████ ██	██████████ ██ / ██████████ ██
██████████ ██████████	A/R	C	I	I	I
██████████ ████	C	A/R	I	C	I
██████████ ██████████	C	A/R	I	C	I
Concept Design	C	A/R	I	I	I
██████████ Concept	R	C	I	I	A
Construction Drawing	C	A/R	I	C	I

Scope / BOQ	C	R	A/R	C	I
□□□□□	C	C	A/R	R	I
□□□□□□ □□□□□□ □□	C	C	A/R	I	A
□□□□□□ □□□□	C	R	I	A/R	I
Shop Drawing	I	C	I	A/R	I
□□□□ Shop Drawing	C	A/R	C	R	I
□□□□□□ □□□□□□	R	C	C	I	A
□□□□□□ / □□□□□□	I	C	I	A/R	I
□□□□□□ □□□□□□	C	A/R	I	R	I
Variation	R	C	C	C	A
Punch List	A	R	C	R	I
□□□□□□	A/R	R	C	C	I
As-built	C	A/R	I	R	I

?????????

- **R = Responsible** □□□□□□□□□□
- **A = Accountable** □□□□□□□□□□□□□□□□
- **C = Consulted** □□□□□□□□□□ /□□□□□□
- **I = Informed** □□□□□□□□

8. ???? Revision ??????

□□□□□□□□□□ Revision

□□□□□□□□

- REV.00 – Initial
- REV.01 – Owner Comment
- REV.02 – Revised
- REV.03 – Approved
- REV.04 – Construction Change

- AS-BUILT – Final

Revision

“ SUPERSEDED –

9.

DRAFT

FOR REVIEW

FOR APPROVAL

APPROVED

AFC - APPROVED FOR CONSTRUCTION

AS-BUILT

10. PO / Contract

[illegible][illegible][illegible]

“

“ Shop Drawing

“ Shop Drawing
Shop Drawing
Shop Drawing

11. ?????????????????

████████████████████

10 ██████████

1. Project / Work Request Form
2. Site Survey Form
3. Concept Approval Form
4. Drawing Approval Form
5. Contractor Quotation Comparison
6. Shop Drawing Approval Form
7. Material Approval Form
8. Change Request / Variation Order
9. Site Inspection / Punch List
10. Final Acceptance Form

████████████████████

- Project Name
- Project Code
- Location
- Drawing Number
- Revision
- Date
- Prepared By
- Checked By
- Approved By

12. Checklist ?????????????????

██████████

- ☐ ███ Requirement ███
- ☐ ████████████████
- ☐ ████████
- ☐ ████████
- ☐ ████████████████████████████

██████████

- ☐ █████
- ☐ Scope ███

- ☐ Material ☐
- ☐ BOQ ☐
- ☐ Revision ☐

☐

- ☐
- ☐ Shop Drawing ☐
- ☐ Material ☐
- ☐
- ☐ PO / Contract ☐
- ☐ AFC Drawing
- ☐ Schedule
- ☐

☐

- ☐ Scope
- ☐ Punch List ☐
- ☐
- ☐
- ☐ Warranty
- ☐ As-built Drawing
- ☐
- ☐

13. KPI ??????????????????

☐

“☐”

☐

Drawing Accuracy

☐

☐ ≤ 2%

Revision Control

Version

= 0

Pre-construction Control

AFC

= 0

Site Measurement Error

= 0

Variation ??????????????

Punch List

Defect

Project Documentation

≥ 95%

As-built Completion

As-built

= 100%

14. Flow ??????????????????

████████████████████ / ████ / ████ / ██████



███ **Requirement**



████████████████████



██████████████████ / **Solution**



Concept Design



██████ **Concept**



Construction Drawing



Scope + BOQ



██████ / ████████████████████████████████



████████████████████



████████████████████



Shop Drawing



AFC

**PO / Contract**

Pre-Construction Meeting

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/

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Punch List



Final Inspection



As-built + Warranty

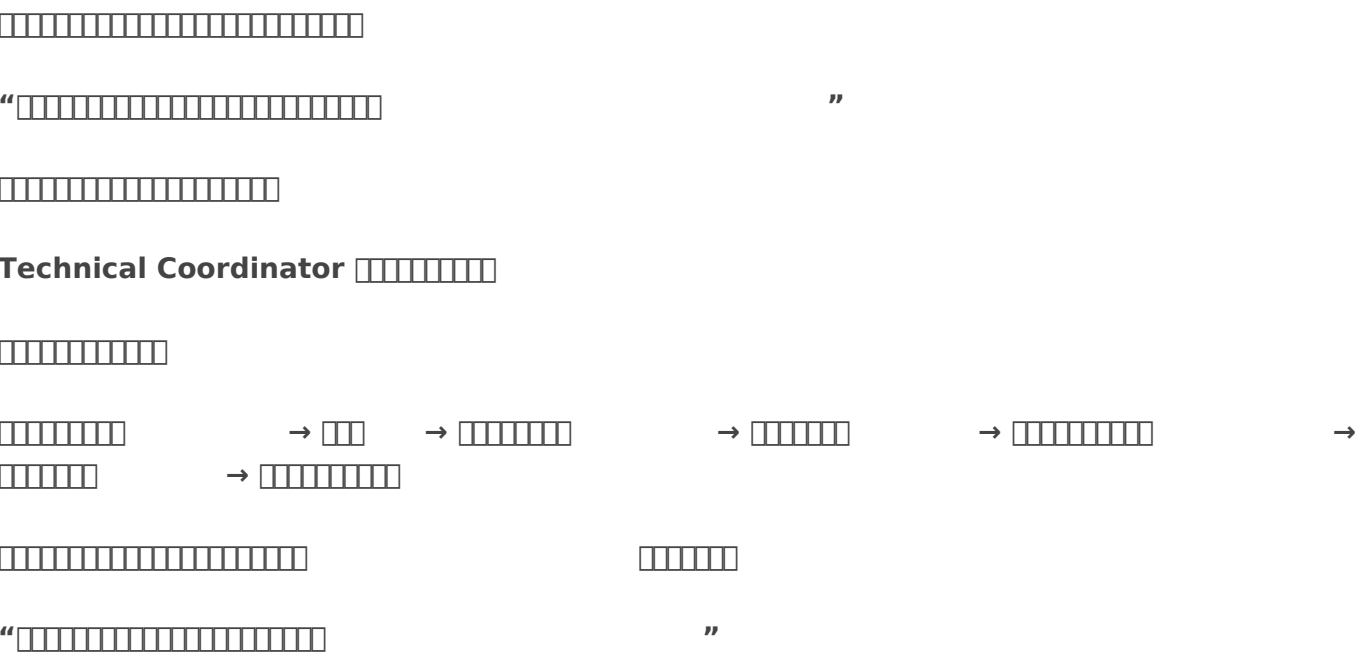
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15. ??????? 7 ???

- 1. ????? Survey — ?????????
- 2. ????????? — ?????????
- 3. ????? Scope — ?????????????????
- 4. ????? Shop Drawing — ???????
- 5. ????? AFC — ?????????
- 6. ????????????? Change — ?????????
- 7. ????? Final Inspection — ?????????

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[illegible]

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[illegible]

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[illegible][illegible]

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