

TOOL DESIGN - MANUFACTURING DESIGN SPECIFICATIONS FOR TOOLING AND EQUIPMENT

SECTION D – REVISIONS

TABLE OF CONTENTS

D.1	General	Page 2
D.2	Requirements.....	Page 2
D.3	Revision Symbols.....	Page 2
D.4	Revision Block	Page 2
D.5	Recording of Revisions	Page 2
D.6	Multiple Sheet Drawings.....	Page 3
D.7	Bill of Material Revisions	Page 3

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SECTION D – REVISIONS

D.1 GENERAL

1.1 The term “revision” applies to any change made to a design after it has been released.

D.2 REQUIREMENTS

2.1 Proper authorization is required before revisions are made on any drawing. All revisions on a drawing require a revision symbol and must be properly recorded.

2.2 Procedure - The procedure for making revisions is the same for detail, assembly, or layout drawings. All revisions should be made to scale.

2.3 Revision Review - Revised drawings and associated data should be prepared and checked as thoroughly as new drawings.

2.4 Whenever any change or update is made to an existing job which is not to current standards, all files of that job must be updated to current standards of - file name, no matter how few sheets are affected by the new change.

2.5 Change block entries documenting all changes, no matter how small, are mandatory. The change block revision must then agree with the changed file name revision. Example - Tool 7001234.001 sht. 4 file name H7001234ME001-S0004.000 is changed. **001** is entered in the change block REV column and the revised file is renamed H7001234ME001-S0004.001.

2.6 When updating a document set that was designed in solids the update should be made to the model & all documents. Drawing files should not be changed without changing the associated solid model.

D.3 REVISION SYMBOLS

3.1 Revision symbols may consist of numbers or letters.

3.2 Sequence - Numbers or letters used as revision symbols should be assigned in sequence.

3.3 In Field of Drawing - The revision symbol should be enclosed in a 1/4”-5/16” diameter circle. The symbol should be shown on the drawing near the note, line, dimension, or view that was revised, preferably outside the outline of the part. Leaders extending from the revision symbol circle may be used to definitely identify the area of change. The revision symbol should be placed near the former location of a removed note or view.

3.4 Zone location may be used in conjunction with the revision symbols to facilitate the location of revisions.

D.4 REVISION BLOCK

4.1 Date - The date of the revision should be entered in the date column adjacent to the recorded changes.

4.2 Location – When zone location is used, the zone in which the revision is made should be noted in the column headed “LOC”.

4.3 Revision Symbol - The revision symbol, if used should be entered in the symbol column adjacent to the recorded change.

4.4 Alteration Record - The details of the revision should be recorded in the column headed “Alteration”. Recording of revisions should start at the bottom of the revision block and continue upward.

4.5 Authority - The authority for making a revision shall be entered in the authority column in all instances. The authority may be one or more of the following:

- Tool Request Job Number
- DCA Number
- Initials of Requester
- Initials of Designer
- Tool Room Department Number

4.6 The designer making the revision should enter his initials in the column headed “By”.

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4.6 The three digit revision number should be entered in the “REV” column. 000 is always used for the initial release unless a sheet is redrawn. In the case of a redraw the REV number should be continued from the old sheet. (ex: if old sheet was rev 004, new sheet is 005)

D.5 RECORDING OF REVISIONS

5.1 It is desirable that the description in the revision column be complete. Use of the term “REVISED” or “REDESIGNED” alone is to be avoided.

5.2 Dimensions - Where dimension is revised or removed, the description in the revision block should contain the actual dimension; for example: “WAS 17.45-17.48” or “0.8 x 45 CHAMFER REMOVED”.

5.3 Notes - Where a note is removed, and it is not practical to record it in its entirety in the revision block, it is preferred that the record in the revision block refer to the type of note involved; for example, “PAINTING NOTE REMOVED”, not merely “NOTE REMOVED”.

5.3.1 Where geometric symbols are used in place of notes, the revision record should contain the original symbols; for example,

“WAS”

⊥	A	B	0.25
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5.4 Redrawn Drawings

5.4.1 When a sheet is redrawn it should be noted in the Alteration column as “THIS SHEET REDRAWN”.

5.4.2 All sheets added to a drawing set should contain the same information in the title block as the rest of the drawing set. (The exceptions being “Drawn By”, “Sheet No” and “Date”) The date the sheet is added to the set is entered into the date column of the change block and “This sheet added” entered into the Alteration column. The title block should record the new designer’s name, new date and the new sheet number.

D.6 MULTIPLE SHEET DRAWINGS

6.1 Each sheet is treated as a separate drawing; each one following the normal revision symbol sequence as required.

D.7 BILL OF MATERIAL REVISIONS

6.1 Naming method for Bill of Materials and their revisions is covered in section A.