Shop Drawing Approval Process

1.0 Policy Objective & Scope

The objective of this policy is to establish a standardized workflow for the creation, review, revision, and final approval of all shop drawings used in cabinet and millwork production. This ensures that every drawing set is accurate, complete, and properly authorized before being released to the shop floor.

This policy applies to all Engineering, Drafting, Project Management, and Production personnel involved in the generation or use of shop drawings. It covers both new project drawings and revisions to existing drawings.

2.0 Roles & Responsibilities

- **Drafter / CAD Technician:** Creates initial shop drawings and implements all approved markups and revisions.
- **Engineering Manager:** Reviews drawings for technical accuracy, adherence to standards, and completeness. Holds final approval authority.
- **Project Manager:** Reviews drawings for alignment with contract documents, client specifications, and project scope.
- **Production Supervisor:** Reviews drawings for manufacturability, material availability, and shop floor feasibility.
- **Quality Assurance Lead:** Verifies that all dimensions, tolerances, and hardware callouts are correct and match approved samples.

3.0 Core Rules & Guidelines

- All shop drawings must use the standard title block template with project number, drawing number, revision letter, and date.
- No drawing may be released to production without a signed approval from the Engineering Manager.
- Verbal approvals are strictly prohibited; all approvals must be documented in the ShopDocs system.
- Revisions must be clearly marked with a cloud or delta symbol and a revision triangle noting the change.
- The approval cycle must be completed within 5 business days from submission unless otherwise agreed.
- Any drawing that requires a change after approval must go through the full revision and re-approval process.

4.0 Step-by-Step Workflow

1. Drafter completes the initial shop drawing set based on the approved design package and project specifications.
2. Drafter uploads the drawing PDF and native CAD file to the ShopDocs portal under the correct project folder.
3. Drafter submits the drawing for review via the ShopDocs workflow, selecting the Engineering Manager as the first reviewer.

4. Engineering Manager reviews the drawing for technical accuracy, standard compliance, and dimensional correctness.

5. If revisions are needed, Engineering Manager marks up the drawing using redline tools or adds comments in ShopDocs and returns it to the Drafter.

6. Drafter implements all markups, updates the revision letter, and re-uploads the revised drawing to ShopDocs.

7. Engineering Manager approves the drawing and forwards it to the Project Manager for scope and contract review.

8. Project Manager reviews the drawing against the contract documents and client specifications, then approves or returns with comments.

9. If approved by Project Manager, the drawing is sent to the Production Supervisor for manufacturability review.

10. Production Supervisor reviews the drawing for material availability, tooling requirements, and shop floor feasibility, then approves or returns.

11. Once all reviewers have approved, the Quality Assurance Lead performs a final check on dimensions and hardware callouts.

12. Engineering Manager issues the final approval in ShopDocs, which automatically updates the drawing status to 'Released' and notifies production.

5.0 Documentation & Compliance

All shop drawing records, including original files, revision history, and approval signatures, must be stored in the ShopDocs system under the corresponding project folder. No physical copies are considered official unless accompanied by a digital record.

- The Engineering Manager is responsible for archiving obsolete drawing versions in a separate 'Obsolete' folder within ShopDocs.
- A monthly audit of the ShopDocs approval logs will be conducted by the Operations Director to verify that all released drawings have a complete approval chain.
- Any deviation from this workflow must be documented via a formal deviation request approved by the Engineering Manager and Operations Director.
- Non-compliance with this policy may result in rework costs being charged to the responsible department and a performance review note.