

**ATTACHMENT 46 – SVERDRUP & PARCEL AND ASSOCIATES, INC.  
DOCUMENT ENTITLED PROCEDURE FOR CHECKING DESIGN NOTES AND  
COORDINATING SAME WITH DETAIL CHECKER DATED SEPTEMBER 1953**  
(3 pages)

September 1953

PROCEDURE FOR CHECKING DESIGN NOTES AND  
COORDINATING SAME WITH DETAIL CHECKER

The design notes shall be checked on the original computation sheets, not prints. The checker shall make all check marks and all change notations in blue pencil. Where a design sheet is entirely or nearly void due to the amount of changes, the checker shall mark the original sheet void and originate a new sheet, or sheets, to replace it. He shall fill out the heading of this new sheet as though he were the original designer since in fact he is. Where additional sheets of design are required the design checker shall proceed as in the case of void original design sheets described above.

When the original designer is returned the checked design sheets, he shall backcheck the checker's work. This in effect amounts to the original designer checking the checker. Any disagreement with the checker's blue marks shall be noted by the designer in green pencil on the computation sheets. In checking any new sheets of computations that the checker has added to the computations the designer shall use a blue pencil since he is then acting as a design checker.

When the design checker receives the design from the designer after it is backchecked he shall see that all his blue marks have been agreed to and the corrections made. If so, he shall erase the blue marks from the design sheets. Where green marks occur he shall see that a final figure is put in the original space and the green marks removed. He shall also backcheck any new design sheets he has added to the set, and the same procedure as noted above followed to clear these marks from the design sheets.

Since the checking of detail drawings may have been done at anytime during the checking of the design notes it is most important that the detail checker be allowed to examine the design notes before any checking or backchecking correction marks are removed, or voided sheets of calculations are removed from the set of design notes. If this is not done, the details will either not conform to the latest design requirements, or the completed details affected by any design revision will have to be rechecked. Either result cannot be tolerated for obvious reasons.

After the design notes are in final condition, which includes checking, backchecking, correcting and erasing of all checking corrections and notations, the design sheets shall be printed as a record set. The original design sheets shall then be incorporated in a design notebook and placed in the Final Computation File and any future revisions to these sheets shall also be noted on the record set of prints with a red pencil. The detail checker must be informed of any action involving a revision to the completed design sheets, so that he may make any necessary revisions on the detail drawings.