

Ref. : HYD 4/1/10

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Highways Department Technical Circular No. 2/2003  
As-constructed Drawings and Design Calculations  
for Highway Structures

This Circular updates and supersedes HyDTC No. 14/97 which is hereby cancelled. This Circular takes immediate effect for all consultancy agreements/works contracts awarded on or after 1 February 2003.

2. The procedure for handing over of new works is laid down in Chapter 7 of the Project Administration Handbook (PAH). According to the PAH, the as-constructed drawings of a project shall be forwarded to the relevant maintenance department(s) for record upon completion of the works.

3. For all highway structures to be handed over to the Highways Department, a set of microfilms and digital copy of the as-constructed drawings, and both hard copy and digital copy of the design calculation shall be forwarded to the Structure Division. The digital copy of the as-constructed drawings shall be prepared in MicroStation (.dgn) and Acrobat(.pdf) formats. The digital copy of design calculations shall be prepared in Acrobat(.pdf) format only.

4. The MicroStation plot configuration file, colour table setting file and the resources files shall also be submitted. The digital image and settings for creating Acrobat(.pdf) file for submission shall be no less than 200dpi, and 8-bit gray scale or 16-bit colour depth.

5. Microfilms shall be 35mm in size with the image mounted on the lower right hand side of a 188mm x 83mm aperture card.

Contract number, contract title, drawing number and drawing title shall be typed on the aperture card. A list of as-constructed drawings shall be prepared in Excel (.xls) format for reference and indexing purposes.

6. The settings and details of the as-constructed drawings in MicroStation (.dgn) format shall be in accordance with the Computer-Aided-Drafting Standard for Works Projects issued by the Environment, Transport and Works Bureau and the latest revision of the Highways Department Information Technology Notes No. RD/IT/03 - Computer Aided Drafting.

(Original signed)

( MAK Chai-kwong )  
Director of Highways