Drawing and document register

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/drawing-register-template

Project	Register number	Revision

Contractor	Client	Register date

Status: IFR issued for review, IFA issued for approval, IFC issued for construction, AFC approved for construction, As-built, Superseded. Return codes (a common convention; use your project's): 1 approved, no comments. 2 approved with comments: proceed and incorporate them in the next revision. 3 not approved: revise and resubmit, work may not proceed. 4 for information, no review required.

Add a new revision as a new line below the old one: the old line is flagged as superseded automatically. Grey rows are an example: overwrite them.

Status

Documents: 3 Current: 2 IFR: 1 IFA: 0 IFC: 1 AFC: 0 As-built: 0 Superseded: 1

Return codes

Code 1: 1 Code 2: 1 Code 3: 0 Code 4: 0 Awaiting return (IFR or IFA, no code): 1

Document number	Title	Discipline	Document type	Rev.	Status	Return code	Date issued	Transmittal no.	Superseded	Remarks
~~*PRJ-100-PR-PID-0001*~~	~~*P&ID, inlet separation, sheet 1 of 3*~~	~~*Process*~~	~~*Drawing*~~	~~*B*~~	~~*IFA*~~	~~*2*~~	~~*14-Sep-26*~~	~~*TR-PRJ-0041*~~	***Yes***	*Example*
PRJ-100-PR-PID-0001	*P&ID, inlet separation, sheet 1 of 3*	*Process*	*Drawing*	*C*	*IFC*	*1*	*20-Oct-26*	*TR-PRJ-0057*	*No*	*Example: client comments in*
PRJ-100-IN-DS-0012	*Instrument datasheet, pressure transmitters*	*Instrumentation*	*Datasheet*	*A*	*IFR*		*20-Oct-26*	*TR-PRJ-0057*	*No*	*Example: awaiting return*

Document number	Title	Discipline	Document type	Rev.	Status	Return code	Date issued	Transmittal no.	Superseded	Remarks

Document transmittal

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Project	Transmittal number	Date

From (company)	To (company)	Attention

Purpose of issue	Review period (calendar days)	Response due date

Documents in this transmittal

Documents: 2 **Copies: 2**

No.	Document number	Title	Rev.	Copies	Format	Remarks
1	*PRJ-100-PR-PID-0001*	*P&ID, inlet separation, sheet 1 of 3*	*C*	*1*	*PDF + native*	*Example: IFC*
2	*PRJ-100-IN-DS-0012*	*Instrument datasheet, pressure transmitters*	*A*	*1*	*PDF*	*Example: for review*
3						
4						
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Remarks and instructions to the recipient

Acknowledgement of receipt
Please sign and return this page to confirm receipt of the documents listed. Comments on the documents go on the comment sheet, with a return code, by the response due date.

Sign-off	Name and company	Signature	Date
Issued by			
Received by			