

**ASME Y14.100-2017**  
(Revision of ASME Y14.100-2013)

# Engineering Drawing Practices

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**Engineering Product Definition and  
Related Documentation Practices**

**AN AMERICAN NATIONAL STANDARD**



**The American Society of  
Mechanical Engineers**

## ADOPTION NOTICE

ASME Y14.100, Engineering Drawing and Related Documentation Practices, was adopted on 30 January 1998 for use by the Department of Defense, DoD. Proposed changes by DoD activities must be submitted to the DoD Adopting Activity: Commander, U.S. Army ARDEC, ATTN: AMSRD-AAR-AIS-SS, Picatinny Arsenal, NJ 07806-5000 or e-mailed to [usarmy.picatinny.ardec.list.ardec-stdzn-branch@mail.mil](mailto:usarmy.picatinny.ardec.list.ardec-stdzn-branch@mail.mil). Copies of this document may be purchased from The American Society of Mechanical Engineers (ASME), 150 Clove Road, 6th Floor, Little Falls, NJ 07424-2139; <http://www.asme.org>.

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Adopting Activity:

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(Project DRPR-2013-003)

Review Activities:

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Navy — AS, CG, CH, MC  
Air Force — 04, 13, 99  
DLA — IS  
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NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at <http://quicksearch.dla.mil/>.

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**The American Society of  
Mechanical Engineers**

Two Park Avenue • New York, NY • 10016 USA

Date of Issuance: November 14, 2017

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Errata to codes and standards may be posted on the ASME Web site under the Committee Pages to provide corrections to incorrectly published items, or to correct typographical or grammatical errors in codes and standards. Such errata shall be used on the date posted.

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# FOREWORD

This Standard addresses engineering drawing practices and ties together the engineering drawing and related documentation practices in the ASME Y14 series of standards. It is not the intent of this Standard to be a standalone document for the purpose of addressing basic practices. An accurate perception of engineering drawing practices is derived by treating ASME Y14.100, ASME Y14.24, ASME Y14.34, ASME Y14.35, and ASME Y14.41 as a composite set.

The initial attempt to convert the DoD drawing practices standard, MIL-STD-100, to a nongovernment standard resulted in two drawing practices standards: ASME Y14.100M-1998, which consisted of basic practices common to DoD and industry, and MIL-STD-100G, which consisted of those practices and requirements unique to DoD. The impact on the community was that judgments on when to use which Standard as a standalone or in combination was causing a good deal of confusion. The consensus was that one standard was needed. To accomplish this, this Standard contains appendices that may be invoked and tailored by DoD, thereby making possible the cancellation of MIL-STD-100.

The revision of this Standard was initiated after the official release of ASME Y14.100-2013. Changes contained in this revision are intended to improve standardization and harmonize practices and methodology between industry and government.

It is not the intent of this Standard to prevent individual organizations from designing specific drawing practices that meet their individual needs, but rather to provide common engineering delineation standards to aid the increasing interchange of drawings between industry, government, and other users. When individual companies have detailed requirements for their specific method of operation, it shall be noted on the drawing or by tailoring the contract. Consequently, the minimum requirements set forth in this Standard will provide them flexibility in implementation. The appendices are intended for use by other than strictly commercial applications, such as DoD. However, nothing prevents commercial organizations from using the appendices and tailoring them as necessary to meet their own needs.

The successful revision of this Standard is attributed to the subcommittee members and their respective companies, and the departments and agencies of the U.S. Government.

Suggestions for improvement of this Standard are welcome. They should be sent to The American Society of Mechanical Engineers; Attention: Secretary, Y14 Standards Committee, Two Park Avenue, New York, NY 10016-5990.

This revision was approved as an American National Standard on June 22, 2017.

# ASME Y14 COMMITTEE

## Engineering Drawing and Related Documentation Practices

(The following is the roster of the Committee at the time of approval of this Standard.)

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Secretary, Y14 Standards Committee  
The American Society of Mechanical Engineers  
Two Park Avenue  
New York, NY 10016-5990  
<http://go.asme.org/Inquiry>

**Proposing Revisions.** Revisions are made periodically to the Standard to incorporate changes that appear necessary or desirable, as demonstrated by the experience gained from the application of the Standard. Approved revisions will be published periodically.

The Committee welcomes proposals for revisions to this Standard. Such proposals should be as specific as possible, citing the paragraph number(s), the proposed wording, and a detailed description of the reasons for the proposal, including any pertinent documentation.

**Proposing a Case.** Cases may be issued to provide alternative rules when justified, to permit early implementation of an approved revision when the need is urgent, or to provide rules not covered by existing provisions. Cases are effective immediately upon ASME approval and shall be posted on the ASME Committee Web page.

Requests for Cases shall provide a Statement of Need and Background Information. The request should identify the Standard, the paragraph, figure, or table number(s), and be written as a Question and Reply in the same format as existing Cases. Requests for Cases should also indicate the applicable edition(s) of the Standard to which the proposed Case applies.

**Attending Committee Meetings.** The Y14 Standards Committee regularly holds meetings and/or telephone conferences that are open to the public. Persons wishing to attend any meeting and/or telephone conference should contact the Secretary of the Y14 Standards Committee. Future Committee meeting dates and locations can be found on the Committee Page at [go.asme.org/Y14committee](http://go.asme.org/Y14committee).

# ASME Y14.100-2017

## SUMMARY OF CHANGES

Following approval by the Y14 Committee and ASME, and after public review, ASME Y14.100-2017 was approved by the American National Standards Institute on June 22, 2017.

ASME Y14.100-2017 includes editorial changes, revisions, and corrections introduced in ASME Y14.100-2013, as well as the following changes identified by a margin note, (17). In addition, “data elements” is changed to “product definition elements,” and “hyperlink” is changed to “directed” when associating an approval indicator with the engineering data in a digital approval system.

<i>Page</i>	<i>Location</i>	<i>Change</i>
2	2	Clarification added to specify applicable standard when a referenced standard is substituted
16	4.27.6	In subpara. (d), sentence added to indicate that notes may be reused when they are authored in a product data management system as database objects
22	6.8.1	Change requirements for a new PIN or computer program moved from Nonmandatory Appendix D
24	Table 7-1	Key characteristic added
34	B-2	MIL-PRF-28000, MIL-PRF-28001, MIL-PRF-28002, and MIL-STD-1840 deleted
37	C-4.1	Requirement for approved item names clarified by adding reference to para. C-6.2
42	D-3.7	Revised
	D-4	Requirement for phrase CAGE CODE or CAGEC in the block of the engineering drawing or associated list deleted
43	D-9.3	Technical manuals added to the list of items that are not considered reference documents
	D-9.5	In subpara. (d), text added to indicate that forward or backslash as symbols shall not be used in a drawing number structure
44	Figure D-1	Design activity identification block name changed from CAGE CODE to DAI in the title block of the engineering drawing
45	D-9.9	Requirement clarified for all sheets of a

<i>Page</i>	<i>Location</i>	<i>Change</i>
		drawing to be assigned the original design activity
51	F-2.1	Added
52	F-3.1.1	Reference to ASME Y14.41 added for marking on an annotated model
	F-3.3	Requirements for Classification Code 1 clarified
	F-3.4	Requirements for Classification Code 2 clarified
	F-3.5	Requirements for Classification Code 3 clarified
	F-3.6	Requirements for Classification Code 4 clarified
	F-3.7	Requirements for Classification Code 5 clarified

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# ENGINEERING DRAWING PRACTICES

## 1 GENERAL

### 1.1 Scope

This Standard establishes the essential requirements and reference documents applicable to the preparation and revision of manual or computer-generated engineering drawings and associated lists, unless tailored by a specialty standard. It is essential that this Standard be used in close conjunction with ASME Y14.24, ASME Y14.34, ASME Y14.35, and ASME Y14.41.

### 1.2 Application

Application of this Standard may necessitate tailoring to exclude unnecessary requirements (see para 3.75). A tailoring guide, Nonmandatory Appendix A, has been included for that purpose.

### 1.3 ASME Y14 Series Conventions

The conventions in paras. 1.3.1 through 1.3.10 are used in this and other ASME Y14 standards.

#### 1.3.1 Mandatory, Nonmandatory, Guidance, and Optional Words

- (a) The word “shall” establishes a requirement.
- (b) The word “will” establishes a declaration of purpose on the part of the design activity.
- (c) The word “should” establishes a recommended practice.
- (d) The word “may” establishes an allowed practice.
- (e) The word(s) “typical,” “example,” “for reference,” or the Latin abbreviation “e.g.” indicate(s) suggestions given for guidance only.
- (f) The word “or” used in conjunction with a requirement or a recommended practice indicates that there are two or more options for complying with the stated requirement or practice.
- (g) The phrase “unless otherwise specified” or “UOS” shall be used to indicate a default requirement. The phrase is used when the default is a generally applied requirement and an exception may be provided by another document or requirement.

**1.3.2 Cross-Reference of Standards.** Cross-reference of standards in text with or without a date following the standard identity is interpreted as follows:

- (a) Reference to other ASME Y14 series standards in the text without a date following the standard identity indicates the issue of the standard as identified in the References section (section 2) shall be used to meet the requirement.
- (b) Reference to other ASME Y14 series standards in the text with a date following the standard identity indicates that only that issue of the standard shall be used to meet the requirement.

**1.3.3 Invocation of Referenced Standards.** The following examples define the invocation of a standard when specified in the References section (section 2) and referenced in the text of this Standard:

- (a) When a referenced standard is cited in the text with no limitations to a specific subject or paragraph(s) of the standard, the entire standard is invoked, e.g., “dimensioning and tolerancing shall be in accordance with ASME Y14.5” is invoking the complete standard because the subject of the standard is dimensioning and tolerancing, and no specific subject or paragraph(s) within the standard are invoked.
- (b) When a referenced standard is cited in the text with limitations to a specific subject or paragraph(s) of the standard, only the paragraph(s) on that subject is invoked. For example, “assign part or identifying numbers in accordance with ASME Y14.100” is invoking only the paragraph(s) on part or identifying numbers because the subject of the standard is engineering drawing practices, and part or identifying numbers is a specific subject within the standard.
- (c) When a referenced standard is cited in the text without an invoking statement, such as “in accordance with,” the standard is invoked for guidance only. For example, “for gaging principles, see ASME Y14.43” is only for guidance, and no portion of the standard is invoked.

**1.3.4 Parentheses Following a Definition.** When a definition is followed by a standard referenced in parentheses, the standard referenced in parentheses is the source for the definition.

**1.3.5 Notes.** Notes depicted in this Standard in ALL UPPERCASE letters are intended to reflect actual drawing entries. Notes depicted in Initial Uppercase or lowercase letters are to be considered supporting data to the contents of this Standard and are not intended for literal entry on drawings.

A statement requiring the addition of a note with the qualifier “such as” is a requirement to add a note, and the content of the text is allowed to vary to suit the application.

**1.3.6 Acronyms and Abbreviations.** Acronyms and abbreviations are spelled out the first time used in this Standard, followed by the acronym or abbreviation in parentheses. The acronym or abbreviation is used thereafter throughout the text.

**1.3.7 Units.** The International System (SI) of units is featured in this Standard. It should be understood that U.S. Customary units could equally have been used without prejudice to the principles established.

**1.3.8 Figures.** The figures in this Standard are intended only as illustrations to aid the user in understanding the practices described in the text. In some cases, figures show a level of detail as needed for emphasis. In other cases, figures are incomplete by intent so as to illustrate a concept or facet thereof. The absence of figure(s) has no bearing on the applicability of the stated requirements or practice. To comply with the requirements of this Standard, actual data sets shall meet the content requirements set forth in the text. To assist the user of this Standard, a listing of the paragraph(s) that refer to an illustration appears in the lower right-hand corner of each figure. This listing may not be all-inclusive. The absence of a listing is not a reason to assume inapplicability. Some figures are illustrations of models in a three-dimensional environment. The absence of dimensioning and tolerancing annotations in a view may indicate that the product definition is defined in 3D. Dimensions that locate or orient and are not shown are considered basic and shall be queried to determine the intended requirement. When the letter “h” is used in figures for letter height or for symbol proportions, select the applicable letter height in accordance with ASME Y14.2. Multiview drawings contained within figures are third-angle projections.

**1.3.9 Precedence of Standards.** The following are Y14 standards that are basic engineering drawing standards:

ASME Y14.1, Drawing Sheet Size and Format  
 ASME Y14.1M, Metric Drawing Sheet Size and Format  
 ASME Y14.2, Line Conventions and Lettering  
 ASME Y14.3, Orthographic and Pictorial Views  
 ASME Y14.5, Dimensioning and Tolerancing  
 ASME Y14.24, Types and Applications of Engineering Drawings  
 ASME Y14.34, Associated Lists  
 ASME Y14.35, Drawing Revisions  
 ASME Y14.36, Surface Texture Symbols  
 ASME Y14.38, Abbreviations and Acronyms  
 ASME Y14.41, Digital Product Definition Data Practices  
 ASME Y14.100, Engineering Drawing Practices

All other ASME Y14 standards are considered specialty types of standards and contain additional requirements or take exceptions to the basic standards as required to support a process or type of drawing.

**1.3.10 Nonmandatory Appendices.** Nonmandatory appendices are provided in this Standard for other than commercial application or practice when invoked.

## 1.4 Reference to This Standard

When drawings or data sets are based on this Standard, this fact shall be noted on the drawing or in the data set. A note similar to the following shall be added:

THIS DRAWING SHALL BE INTERPRETED IN ACCORDANCE WITH ASME Y14.100-2017.

## (17) 2 REFERENCES

The following revisions of American National Standards form a part of this Standard to the extent specified herein. A more recent revision may be used, provided there is no conflict with the text of this Standard. In the event of a conflict between the text of this Standard and the references cited herein, the text of this Standard shall take precedence. Unless otherwise specified, the standards referenced shall be used for data preparation:

ANSI/AIIM MS4, Flowchart Symbols and Their Use in Micrographics

Publisher: Association for Information and Image Management (AIIM International), 1100 Wayne Avenue, Silver Spring, MD 20910 ([www.aiim.org](http://www.aiim.org))

ANSI/AWS A2.4, Standard Symbols for Welding, Brazing, and Nondestructive Examination

ANSI/AWS A3.0, Standard Welding Terms and Definitions, Including Terms for Adhesive Bonding, Brazing, Soldering, Thermal Cutting, and Thermal Spraying

Publisher: American Welding Society (AWS), 8669 NW 36 Street, No. 130, Miami, FL 33166 ([www.aws.org](http://www.aws.org))

ANSI/IEEE Std 91, Graphic Symbols for Logic Functions

ANSI/IEEE Std 260.1, Letter Symbols for Units of Measurement (SI Units, Customary Inch-Pound Units, and Certain Other Units)

ANSI/IEEE Std 260.3, American National Standard Mathematical Signs and Symbols for Use in Physical Sciences and Technology

ANSI/IEEE Std 268, Standard Metric Practice

ANSI/IEEE Std 280, Letter Symbols for Quantities Used in Electrical Science and Electrical Engineering (same as ANSI Y10.5)

ANSI/IEEE Std 315a, Supplement to Graphic Symbols for Electrical and Electronic Diagrams

ANSI/IEEE Std 991, Logic Circuit Diagrams

Publisher: Institute of Electrical and Electronics Engineers, Inc. (IEEE), 445 Hoes Lane, Piscataway, NJ 08854 ([www.ieee.org](http://www.ieee.org))

ANSI/IPC-T-50M, Terms and Definitions for Interconnecting and Packaging Electronic Circuits

ANSI/IPC-D-350, Printed Board Description in Digital Form

Publisher: IPC — Association Connecting Electronics Industries, 3000 Lakeside Drive, 105 N, Bannockburn, IL 60015 ([www.ipc.org](http://www.ipc.org))

ASME B46.1-2009, Surface Texture (Surface Roughness, Waviness, and Lay)

ASME Y14.1-2012, Decimal Inch Drawing Sheet Size and Format

ASME Y14.1M-2012, Metric Drawing Sheet Size and Format

ASME Y14.2-2014, Line Conventions and Lettering

ASME Y14.3-2012, Orthographic and Pictorial Views

ASME Y14.5-2009, Dimensioning and Tolerancing

ASME Y14.6-2001, Screw Thread Representation

ASME Y14.7.1-1971, Gear Drawing Standards — Part 1: For Spur, Helical, Double Helical, and Rack

ASME Y14.7.2-1978, Gear and Spline Drawing Standards — Part 2: Bevel and Hypoid Gears

ASME Y14.8-2009, Castings, Forgings, and Molded Parts

ASME Y14.13M-1981, Mechanical Spring Representation

ASME Y14.18M-1986, Optical Parts

ASME Y14.24-2012, Types and Applications of Engineering Drawings

ASME Y14.31-2014, Undimensioned Drawings

ASME Y14.34-2013, Associated Lists

ASME Y14.35-2014, Revision of Engineering Drawings and Associated Documents

ASME Y14.36M-1996 (R2008), Surface Texture Symbols

ASME Y14.37-2012, Composite Part Drawings

ASME Y14.38-2007, Abbreviations and Acronyms

ASME Y14.41-2012, Digital Product Definition Data Practices

ASME Y14.44-2008, Reference Designations for Electrical and Electronic Parts and Equipment

ASME Y32.2.6-1950, Graphic Symbols for Heat-Power Apparatus

ASME Y32.10-1967, Graphic Symbols for Fluid Power Diagrams

Publisher: The American Society of Mechanical Engineers (ASME), Two Park Avenue, New York, NY 10016-5990 ([www.asme.org](http://www.asme.org))

ASTM SI 10, American National Standard for Use of the International System of Units (SI): The Modern System

ASTM F856, Standard Practice for Mechanical Symbols, Shipboard—Heating, Ventilation, and Air Conditioning (HVAC)

ASTM F1000, Standard Practice for Piping Systems Drawing Symbols

Publisher: American Society for Testing and Materials (ASTM International), 100 Barr Harbor Drive, P.O. Box C700, West Conshohocken, PA 19428-2959 ([www.astm.org](http://www.astm.org))

DoD Cataloging Handbook H4/H8, Commercial and Government Entity (CAGE) Code Cataloging Handbook  
DoD Directive 5230.24, Distribution Statements

Publisher: Defense Logistics Agency (DLA), Defense Logistics Information Services (DLIS), 74 Washington Avenue  
North, Battle Creek, MI 49037-3084 (<https://cage.dla.mil/>)

IEEE Std 91a, Supplement to Graphic Symbols for Logic Functions

IEEE Std 315, Graphic Symbols for Electrical and Electronic Diagrams

Publisher: Institute of Electrical and Electronics Engineers, Inc. (IEEE), 445 Hoes Lane, Piscataway, NJ 08854  
([www.ieee.org](http://www.ieee.org))

IPC-D-325, Documentation Requirements for Printed Boards, Assemblies, and Support Drawings

IPC-T-50, Terms and Definitions

IPC-2221, Generic Standard on Printing Wiring Board Design

IPC — Association Connecting Electronics Industries, 3000 Lakeside Drive, 105 N, Bannockburn, IL 60015  
([www.ipc.org](http://www.ipc.org))

MIL-I-8500, Interchangeability and Replaceability of Component Parts for Aerospace Vehicles

MIL-STD-31000, Technical Data Packages

Publisher: Department of Defense, Defense Logistics Agency (DLA), DLA Document Services, Building 4/D, 700  
Robbins Avenue, Philadelphia, PA 19111-5094 (<http://quicksearch.dla.mil/>)

EIA 632, Processes for Engineering a System

SAE AS1290, Graphic Symbols for Aircraft Hydraulic and Pneumatic Systems

Publisher: SAE International, 400 Commonwealth Drive, Warrendale, PA 15096 ([www.sae.org](http://www.sae.org))

### 3 DEFINITIONS

#### 3.1 Acceptance

*acceptance*: the act of an authorized representative of the receiving activity to approve specific services rendered, as partial or complete performance of the contract.

#### 3.2 Altered Item

*altered item*: an existing item, under the control of another design activity or defined by a nationally recognized standardization document, that is subjected to alteration to meet the design requirements.

#### 3.3 Alternate Part (Interchangeable Item)

*alternate part (interchangeable item)*: a part that is physically and functionally interchangeable for any application in past, present, or future use.

#### 3.4 Approval Indicator

*approval indicator*: any symbol adopted by the design activity to indicate approval.

#### 3.5 Assembly

*assembly*: a number of parts, or combination thereof, that are joined together to perform a specific function and subject to disassembly without degradation of any of the parts, e.g., power shovel-front, fan assembly, audio-frequency amplifier, etc.

NOTE: The distinction between an assembly and a subassembly is determined by individual application. An assembly in one instance may be a subassembly in another instance where it forms a portion of a higher assembly.

#### 3.6 Associated Documents

*associated documents*: general reference to documentation supportive of and directly related to drawing content, such as parts list, data lists, index lists, wiring lists, and application lists (ASME Y14.35).

#### 3.7 Associated List

*associated list*: a tabulation of engineering information pertaining to an item depicted on an engineering drawing or by a set of drawings, e.g., parts list, data list, index list, wire list, and application list (ASME Y14.34).



### 3.8 Authentication

*authentication*: the process of verifying the claimed identity of a document's author and approver(s).

### 3.9 Biometrics

*biometrics*: the use of biological properties to identify individuals, e.g., fingerprints, a retina scan, voice recognition, etc.

### 3.10 Bulk Items

*bulk items*: those constituents of an assembly or part such as oil, wax, solder, cement, ink, damping fluid, grease, flux, welding rod, twine, or chain that satisfy one or more of the following criteria: the quantity required cannot readily be predetermined; the physical nature of the material is such that it is not adaptable to pictorial representation; the finished size is obtainable through use of such tools as shears, pliers, or knives without further machining operation; and the final configuration is such that it can be described in writing without the necessity of pictorial representation.

### 3.11 Commercial and Government Entity (CAGE) Code

*Commercial and Government Entity Code*: a five-character code that provides a unique activity identifier used by the government for activity identification. This method of activity identification has also been widely adopted by industry. CAGE Codes are listed in Cataloging Handbook H4/H8.

### 3.12 Contract

*contract*: a mutually binding legal relationship obligating the seller to furnish the supplies or services, including construction, and buyer to pay for them. It includes all types of commitments that obligate the procuring activity to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include, but are not limited to, awards and notices of awards; job orders or task letter issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications.

### 3.13 Contractor

*contractor*: an individual, partnership, company, corporation, association, or other service having a contract for the design, development, manufacture, maintenance, modification, or supply of items under the terms of a contract.

### 3.14 Controlled Media

*controlled media*: engineering data or manufacturing tools that include manufacturing processes required to achieve engineering interchangeability or replaceability requirements.

### 3.15 Copy

*copy*: any reproduction or duplication, in any media, of an original.

### 3.16 Critical Safety Characteristic

*critical safety characteristic*: any feature, such as tolerance, finish, material composition, manufacturing, assembly, or inspection process or product that, if nonconforming or missing, could cause the failure or malfunction of the critical safety item.

### 3.17 Critical Safety Item (CSI)

*Critical Safety Item*: a part, assembly, installation, or production system with one or more critical characteristics that, if not conforming to the design data or quality requirements, would result in an unsafe condition.

### 3.18 Critical Safety Process (CSP)

*Critical Safety Process*: any fabrication, manufacturing, assembly, installation, maintenance, repair, or other process or procedure that implements a safety design feature or satisfies system safety requirements.

### 3.19 Cryptographic Key

*cryptographic key*: a string of bits used widely in cryptography to encrypt and decrypt data.

### 3.20 Data Set

*data set*: see *product definition data set*.

### 3.21 Design Activity

*design activity*: an organization that has, or has had, responsibility for the design of an item.

#### 3.21.1 Current Design Activity

*current design activity*: the design activity currently responsible for the design of an item. This may be the original design activity or a design activity to which the design responsibility has been transferred.

#### 3.21.2 Original Design Activity

*original design activity*: the design activity originally responsible for the design and identification of an item whose drawing number and activity identification is shown in the title block of the drawings and associated documents.

### 3.22 Design Activity Identification (DAI)

*Design Activity Identification*: the application of a unique identifier that distinguishes an activity or organization from another activity or organization. Examples of activity identification include activity name, activity name and address, or CAGE Code.

### 3.23 Digital Data

*digital data*: data stored on a computer system that employs a display on which the user and computer interact to create or alter entities for the production of layouts, drawings, numerical control tapes, or other engineering data.

### 3.24 Digital Signature

*digital signature*: a person's signature transmitted in a coded form, from a computer, by discrete signal elements such that the identity of the signatory and integrity of the data can be verified.

### 3.25 Document

*document*: a term applicable to the specifications, drawings, lists, standards, pamphlets, reports, and printed, typewritten, or otherwise created information relating to the design, procurement, manufacture, testing, or acceptance inspection of items or services.

### 3.26 Drawing

*drawing*: an engineering document or data set that discloses, directly or by reference, by means of graphic or textual presentations, or by combinations of both, the physical or functional requirements of an item.

### 3.27 Drawing Format

*drawing format*: the arrangement and organization of information within a drawing. This includes such features as the size and arrangement of blocks, notes, lists, and revision information and use of optional or supplemental blocks.

### 3.28 Drawing Graphic Sheet

*drawing graphic sheet*: the two-dimensional geometric elements and annotations that define an item and the product definition elements of the sheet format in accordance with ASME Y14.1 or ASME Y14.1M.

### 3.29 Drawing in Book Form

*drawing in book form*: a multisheet drawing that is primarily textual and may be bound along the left margin. These drawings are generally prepared on A, B, or G size formats.

### 3.30 Duplicate Original

*duplicate original*: a replica of an engineering drawing created to serve as the official record of the item when the original has been lost.

### 3.31 Electrostatic Sensitive Device (ESD)

*Electrostatic Sensitive Device*: items that are susceptible to damage or degradation as a result of an electrostatic discharge.

### 3.32 Engineering Data

*engineering data*: engineering documents such as drawings, associated lists, accompanying documents, specifications, standards, or other information prepared or used by a design activity and relating to the design, manufacture, procurement, testing, or inspection of items.

### 3.33 Environmental Impact (ENI)

*Environmental Impact:* any process or procedure, such as fabrication, manufacturing, assembly, installation, maintenance, or repair, that has an adverse effect on the environment.

### 3.34 Environmental Stress Screening (ESS)

*Environmental Stress Screening:* testing at the physical environmental conditions, shock, vibration, temperature, altitude, humidity, etc., that simulates those encountered over the operational life of the component.

### 3.35 Field of Drawing

*field of drawing:* the area of the drawing that contains the product definition of an item.

### 3.36 Functionally Required Hardware

*functionally required hardware:* hardware included in system design to satisfy any requirement other than nuclear hardening.

### 3.37 Hardness Critical Item (HCI)

*Hardness Critical Item:* an item of hardware or software that satisfies one or more of the following conditions: functionally required hardware whose response to the specified nuclear environments could cause degradation in system survivability unless additional provisions for hardness are included in the item specification, design, manufacture, item selection process, provisioning, configuration control, etc.; functionally required hardware or software that inherently provides protection<sup>1</sup> for the system or any of its elements against the specified nuclear environments and that, if modified, removed, or replaced by an alternate design, could cause a degradation in system survivability; hardness dedicated hardware or software included in the system solely to achieve system nuclear survivability requirements; hardware items at the level of application to which a Hardness Critical Process (HCP) is applied; and/or a subassembly or higher level of assembly that contains one or more HCI.

### 3.38 Hardness Critical Process (HCP)

*Hardness Critical Process:* any fabrication, manufacturing, assembly, installation, maintenance, repair, or other process or procedure that implements a hardness design feature and satisfies system hardness requirements.

### 3.39 Hazardous Conditions, Processes, or Materials (HAZ)

*Hazardous Conditions, Processes, or Materials:* a part, assembly, installation, or production system that contains or utilizes materials that can have detrimental effects on the environment, personnel, or equipment.

### 3.40 Inseparable Assembly

*inseparable assembly:* same as part.

### 3.41 Interchangeability

*interchangeability:* applies to items that are manufactured with the aid of controlled media, and require only the application of attaching means for their installation. Interchangeable items shall be capable of being readily installed, removed, or replaced without alteration, misalignment, or damage to items being installed or to adjoining items or structure (MIL-I-8500).

### 3.42 Interchangeable Item

*interchangeable item:* an item that possesses functional and physical characteristics equivalent in performance to another item of similar or identical purposes and is capable of being exchanged for the other item without selection for fit or performance, and without alteration of the items themselves or of adjoining items, except for adjustment.

### 3.43 Interface Control

*interface control:* a part, assembly, installation, or production system that defines or controls the interface(s) to a system and thereby binds its requirements.

<sup>1</sup> For example, the item was not designed for its nuclear weapon response but has the intrinsic capability to perform adequately in the specified nuclear environments. This definition includes items whose design is modified to provide for nuclear survivability of other items but not to provide for their own survivability.

### 3.44 Item

*item*: a nonspecific term used to denote any unit or product, including materials, parts, assemblies, equipment, accessories, and computer software.

### 3.45 Item Identification

*item identification*: the Part or Identifying Number (PIN) for a specific item along with the original Design Activity Identification (DAI).

### 3.46 Master Drawing

*master drawing*: a document that shows the dimensional limits or grid locations applicable to any or all parts of a rigid or flexible printed board, including the arrangements of conductive and nonconductive patterns or elements, size, type, and location of holes, and any other information necessary to describe the product to be fabricated (IPC-T-50).

### 3.47 Nationally Recognized Standard

*nationally recognized standard*: a specification or standard issued with the intent to establish common technical requirements. Such standards are developed by or for a government activity or by a nongovernmental organization (ASME Y14.24).

### 3.48 Nongovernmental Organization

*nongovernmental organization*: a private sector association, organization, or technical society that conducts professional standardization activities, e.g., the planning, developing, establishing, or publicly coordinating of standards, specifications, handbooks, or related documents, and is not organized for profit.

### 3.49 Nonpart Drawing

*nonpart drawing*: an engineering drawing that provides requirements, such as procedures or instructions, applicable to an item when it is not convenient to include this information on the applicable part drawing, e.g., a test requirements drawing and logic diagram.

### 3.50 Notes

*notes*: textual information that further delineates the requirements of the item represented.

#### 3.50.1 Flag

*flag*: applies only at specific areas or points on a drawing or associated lists.

#### 3.50.2 General

*general*: applies to the entire drawing or associated list.

#### 3.50.3 Local

*local*: applies only to the areas or points indicated.

### 3.51 Observable Critical Item (OCI)

*Observable Critical Item*: any part or material specifically designed, selected, or qualified to meet specified requirements.

### 3.52 Observable Critical Process (OCP)

*Observable Critical Process*: any fabrication, manufacturing, assembly, installation, maintenance, and repair or other process or procedure that implements an observable design and satisfies observable system requirements.

### 3.53 Original

*original*: the current design activity's reproducible drawing or data set on which is kept the revision record recognized as official.

### 3.54 Ozone-Depleting Chemicals

*ozone-depleting chemicals*: any material that contributes to the decline of ozone in the atmosphere, as listed by the Intergovernmental Panel on Climate Change (IPCC).

### 3.55 Ozone-Depleting Processes

*ozone-depleting processes*: any process that contributes to the decline of ozone in the atmosphere.

### 3.56 Part

*part*: one item, or two or more items joined together, that is not normally subject to disassembly without destruction or impairment of designed use, e.g., transistor, composition resistor, screw, transformer, and gear.

### 3.57 Part or Identifying Number (PIN)

*Part or Identifying Number*: the identifier assigned by the original design activity, or by the controlling nationally recognized standard, that uniquely identifies, relative to that design activity, a specific item.

### 3.58 Procuring Activity

*procuring activity*: the customer.

### 3.59 Product

*product*: includes materials, parts, components, subassemblies, assemblies, and equipment. The term *product* wherever used in this document shall also encompass a family of products.

#### 3.59.1 Family of Products

*family of products*: all products of the same classification, design, construction, material, type, etc., produced with the same production facilities, processes, and quality of material, under the same management and quality controls, but having the acceptable variety of physical and functional characteristics defined and specified in the applicable engineering documentation.

### 3.60 Product Definition Data Set

*product definition data set*: a collection of one or more data file(s) that discloses, directly or by reference, by means of graphic or textural presentations, or combinations of both, the physical or functional requirements of an item (ASME Y14.41).

### 3.61 Product Definition Elements

*product definition elements*: a unit of data for which the definition, identification, representation, and permissible values are specified (see Table 3-1).

### 3.62 Production Master

*production master*: a one-to-one scale pattern that is used to produce one or more rigid or flexible printed boards within the accuracy specified on the master drawing (ANSI/IPC-T-50F).

### 3.63 Referenced Documents

*referenced documents*: design activity standards, drawings, specifications, or other documents referenced on drawings or lists.

### 3.64 Replaceability

*replaceability*: applies to replaceable items that are manufactured with the aid of controlled media and the installation of which requires alterations of the items in addition to the normal application and methods of attachment. Such alterations may include drilling, reaming, cutting, filing, bending, shaping, etc. (MIL-I-8500).

### 3.65 Signature

*signature*: one's name as written by oneself.

### 3.66 Significant Drawing Numbering System

*significant drawing numbering system*: a system of assigning drawing numbers with its elements provided in a specific order rather than assigned sequentially or nonsignificantly.

### 3.67 Special Characters

*special characters*: entries such as dash (-), slash (/), or asterisk (\*) that are not included in the set of capital letters "A" through "Z," lowercase letters "a" through "z," numerals "0" through "9," and punctuation symbols.

**Table 3-1 Example of Common Product Definition Elements for Drawing Graphic Sheets and Data Sets**

Product Definition Elements	Manual Graphic Sheet	Data Set With Graphic Sheet	Data Set Without Graphic Sheet
Drawing form	X	X	...
Company name and address	X	X	X
Drawing number	X	X	X
Design activity identification	X	X	X
Drawing title	X	X	X
Contract number (when required)	X	X	X
Signatures/approvals	X	X	X
Date	X	X	X
Scale	X	X	X
Tolerances	X	X	X
Weight (when required)	X	X	X
Revision history	X	X	X
Navigation method (zone/layers/ rev. indicator/information tree)	X	X	X
Application data	X	X	X
Angle of projection symbol	X	X	...
Parts list	X	X	X
Parts list cross-reference note	X	X	X
Notes: flag, general, local	X	X	X
Welding	X	X	X
Castings, forgings, and molded parts	X	X	X
Reference standards and specs	X	X	X
Dimensions	X	X	X
Material	X	X	X
Raw material size and condition	X	X	X
Line convention	X	X	X
Table data	X	X	X
Heat treat	X	X	X
Edge condition	X	X	X
Shot peening	X	X	X
Grain direction	X	X	X
Inspection/test	X	X	X
Finish or coatings	X	X	X
Part definition	X	X	X
Details, views, and sections	X	X	X
Marking	X	X	X
Symbols	X	X	X
Nonstandard symbols and definitions	X	X	X
Lettering, font, and size	X	X	X
Data set file name	...	X	X

### 3.68 Specification

*specification*: a document that describes essential technical requirements for material and the criteria for determining whether those requirements are met.

### 3.69 Standard

*standard*: a document that establishes technical criteria, methods, processes, and practices.

#### 3.69.1 Company Standard

*company standard*: a company document, which establishes engineering and technical limitations and applications for items, materials, processes, methods, designs, and engineering practices unique to that company (MIL-STD-31000).

NOTE: Company standards are not considered to be nongovernment standards.

### 3.70 Standardization Document

*standardization document*: a document developed for the purpose of standardizing items, materials, processes, or procedures.

### 3.71 Subassembly

*subassembly*: two or more parts that form a portion of an assembly or a unit replaceable as a whole but having a part or parts that are individually replaceable, e.g., gun mount stand, window sash, recoil mechanism, floating piston, telephone dial, Intermediate Frequency (IF) strip, and terminal board with mounted parts.

### 3.72 Substitute Part

*substitute part*: a part that is physically and functionally interchangeable only under specified conditions or in particular applications.

### 3.73 Symmetrically Opposite Parts

*symmetrically opposite parts*: those parts that are mirror images of each other.

### 3.74 System (General)

*system (general)*: a composite of equipment, skills, and techniques capable of performing or supporting an operational role or both. A complete system includes all equipment, related facilities, material, software, services, and personnel required for its operation and support to the degree that it can be considered a self-sufficient unit in its intended operational environment.

### 3.75 Tailoring

*tailoring*: the process by which the requirements of specifications, standards, and related documents are modified to be suitable for a specific application or project (EIA-632).

### 3.76 Unit

*unit*: an assembly or any combination of parts, subassemblies, and assemblies mounted together normally capable of independent operation in a variety of situations, e.g., hydraulic jack, electric motor, electronic power supply, internal combustion engine, electric generator, and radio receiver.

NOTE: The size of an item is a consideration in some cases. An electric motor for a clock may be considered as a part because it is not normally subject to disassembly.

### 3.77 Unsafe Condition

*unsafe condition*: a condition that may directly result in a loss of equipment, loss of life, serious damage to equipment, or serious personnel injury.



### 3.78 Acronyms

Acronyms	Terms
AL	Application List
ASME	American Society of Mechanical Engineers
ASSIST	Acquisition Streamlining and Standardization Information Systems
CAGE Code	Commercial and Government Entity Code
CSI	Critical Safety Item
CSP	Critical Safety Process
DAI	Design Activity Identification
DFARS	Defense Federal Acquisition Regulation Supplement
DL	Data List
DLIS	Defense Logistics Information Services
DoD	Department of Defense
DoDSSP	Department of Defense Single Stock Point
ENI	Environmental Impact
ESD	Electrostatic Sensitive Device
ESS	Environmental Stress Screening
GSA	General Services Administration
HCI	Hardness Critical Item
HCP	Hardness Critical Process
IGES	Initial Graphics Exchange Specification
IL	Index List
I/R	Interchangeability/Replaceability
KC	Key Characteristic
OCI	Observable Critical Item
OCP	Observable Critical Process
ODC	Ozone-Depleting Chemical
ODS	Ozone-Depleting Substance
PIN	Part or Identifying Number
PL	Parts List
SMD	Standardized Microcircuit Drawing
WL	Wire List

### 3.79 Abbreviations

Abbreviations	Terms
DEF	Definition
HAZ	Hazardous Conditions, Processes, or Materials
INT	Interface Control
REV	Revision

## 4 GENERAL DRAWING PRACTICES

This section establishes the essential general requirements for the preparation of engineering drawings and associated lists.

### 4.1 Nonmandatory Appendix B — Noncommercial Drawing Practices

Additional requirements for the preparation of engineering drawings that are intended for other than commercial applications are detailed in Nonmandatory Appendix B.

### 4.2 Types and Application of Engineering Drawings

Engineering drawings shall be in accordance with ASME Y14.24.

### 4.3 Associated Lists

Associated lists shall be in accordance with ASME Y14.34.

### 4.4 Revisions of Engineering Drawings and Associated Lists

Revisions of engineering drawings and associated lists shall be in accordance with ASME Y14.35M. Revisions to drawings and associated documents require appropriate approvals or approval indicators. However, approvals applied to initial issues and previous revisions shall remain in effect.



## 4.5 Size and Format of Engineering Drawings

**4.5.1 Metric.** Metric drawing sheet sizes and format shall be in accordance with ASME Y14.1M.

**4.5.2 Decimal Inch.** Decimal inch drawing sheet sizes and format shall be in accordance with ASME Y14.1.

## 4.6 Application Data

When used, application data with “Next Assembly” and “Used On” columns are required for drawings whose detail part or assembly depicted thereon is for an element of a larger item. The “Next Assembly” (“NEXT ASSY”) column shall show the drawing number(s), part, or identifying number (PIN) of the next higher assembly(ies) to which the drawing applies. The “Used On” (“USED ON”) column shall show the model number or equivalent designator of the assembled unit(s) of which the part is an element. The application data shall be located near the title block on sheet 1, placed on a separate referenced document, or provided on a separate parts list. When the application data appears on a separate referenced document, a cross-reference note shall be included on each parent drawing to indicate that a separate referenced document is available. When application data are included on a separate parts list, expand the note required by ASME Y14.34 to read similar to the following:

SEE SEPARATE PARTS LIST FOR PARTS AND APPLICATION DATA.

## 4.7 Preparation of Duplicate Original

Duplicate originals shall not be prepared for the purpose of maintaining duplicate records. Their application is limited to replacing lost original drawings.

## 4.8 Line Conventions and Lettering

Lines and lettering shall be in accordance with ASME Y14.2.

## 4.9 Single, Multiple, and Sectional View Drawings

Single, multiple, and sectional views shown on engineering drawings shall be in accordance with ASME Y14.3.

## 4.10 Isometric and Pictorial Views

Isometric or pictorial views shall be in accordance with ASME Y14.3 and may be shown on engineering drawings provided that clarity is not degraded.

## 4.11 Projection Systems

Projection systems and associated symbols shall be in accordance with ASME Y14.3.

## 4.12 Dimensioning and Tolerancing

Dimensioning and tolerancing shall be in accordance with ASME Y14.5.

## 4.13 Surface Texture

Surface texture, waviness, and lay shall be indicated in accordance with ASME B46.1.

**4.13.1 Surface Texture Symbols.** Surface texture symbols shall be in accordance with ASME Y14.36M.

## 4.14 Screw Thread Representation

Screw threads shall be represented in accordance with ASME Y14.6.

## 4.15 Gears

Gears shall be delineated in accordance with ASME Y14.7.1 and ASME Y14.7.2.

## 4.16 Mechanical Springs

Mechanical springs shall be delineated in accordance with ASME Y14.13M.

## 4.17 Optical Elements and Optical Systems

Optical elements and optical systems shall be delineated in accordance with ASME Y14.18M.

## 4.18 Castings, Forgings, and Molded Parts

Castings, forgings, and molded parts shall be delineated in accordance with ASME Y14.8.

#### 4.19 Composite Parts

Composite parts shall be delineated in accordance with ASME Y14.37.

#### 4.20 Graphic Symbols, Designations, Letter Symbols, and Abbreviations

Graphic symbols, designations, letter symbols, and abbreviations used on engineering drawings and associated lists shall be in accordance with this Standard and the standards indicated below in paras. 4.20.1 through 4.20.12. Where graphic symbols, designations, letter symbols, and abbreviations are not covered by the standards indicated in paras. 4.20.1 through 4.20.12, they may be used provided they are explained on each drawing or referenced in an explanatory document. When nonstandard graphic symbols, designations, letter symbols, and abbreviations are used repeatedly, they should be forwarded to ASME for possible inclusion in the respective standard.

**4.20.1 Graphic Symbols for Electrical and Electronics Diagrams.** Graphic symbols for electrical and electronics diagrams shall be in accordance with IEEE 315 and Supplement ANSI/IEEE 315a.

**4.20.2 Graphic Symbols for Logic Functions.** Graphic symbols for logic functions shall be in accordance with ANSI/IEEE 91 and Supplement IEEE 91a.

**4.20.3 Graphic Symbols for Flowchart Diagrams.** Flowchart symbols for use in information processing shall be in accordance with ANSI/AIIM MS4.

**4.20.4 Mechanical and Piping Symbols.** Mechanical and piping symbols shall be in accordance with ASTM F1000, ASTM F856, or ASME Y32.2.6, as applicable.

**4.20.5 Graphic Symbols for Aircraft Hydraulic and Pneumatic Systems.** Graphic symbols for aircraft hydraulic and pneumatic systems diagrams shall be in accordance with SAE AS1290.

**4.20.6 Welding Symbols.** Welding symbols shall be in accordance with ANSI/AWS A2.4 together with terms and definitions in accordance with ANSI/AWS A3.0.

**4.20.7 Nondestructive Testing Symbols.** Nondestructive testing symbols shall be indicated in accordance with ANSI/AWS A2.4.

**4.20.8 Graphic Symbols for Fluid Power Diagrams.** Graphic symbols for fluid diagrams shall be in accordance with ASME Y32.10.

**4.20.9 Reference Designations for Electrical and Electronics Parts and Equipment.** Reference designations for electrical and electronics parts and equipment shall be assigned in accordance with ASME Y14.44, IEEE 315, and Supplement ANSI/IEEE Std 315a.

**4.20.10 Letter Symbols.** When used, letter symbols on engineering drawings shall be in accordance with ANSI/IEEE 260.1 and ANSI/IEEE 280.

**4.20.11 Mathematical Signs and Symbols.** Mathematical signs and symbols shall be in accordance with ANSI/IEEE 260.3.

**4.20.12 Abbreviations.** Abbreviations shall be in accordance with ASME Y14.38.

#### 4.21 Logic Circuit Diagrams

Logic circuit diagrams shall be in accordance with ANSI/IEEE 991.

#### 4.22 Printed Boards

**4.22.1 Printed Board Drawings.** Printed board drawings shall be in accordance with the requirements of IPC-D-325 and IPC-2221, as applicable.

**4.22.2 Printed Board Description in Digital Form.** When printed board descriptions are in digital form, the description and form shall be in accordance with ANSI/IPC-D-350.

#### 4.23 Digital Data

Engineering drawings prepared by other than manual means, such as computer-generated drawings, shall be prepared in accordance with ASME Y14.41 and shall provide all of the information required by the particular drawing type or level of design disclosure. Variations from the requirements as specified herein and in accordance with ASME Y14.41 to accommodate document preparation will be acceptable so long as these variations meet the requirements relative to the information contents.

#### 4.24 Scale

Scale expresses the ratio of the size of the object as drawn to its full size. Drawings shall be drawn to a scale that depicts all details of the item clearly and accurately, except as noted in para. 4.24.3.

**4.24.1 Selection of Scale.** Drawings should show an object or assembly to full scale. When full scale is not practicable, drawings may be prepared to reduced or enlarged scale. It is desirable, whenever practicable, that detail drawings be prepared to the same scale as pertinent assembly drawings.

**4.24.2 Indication of Scale.** The scale, or scales, to which drawings are prepared shall be indicated on the drawing. The scale to which the majority of views and sections are drawn shall be entered after "SCALE" in the space provided on the drawing. For multisheet drawings, the predominant scale used for each sheet shall be entered after "SCALE" in the space provided on that sheet. The options for depicting scale, fraction, ratio, or decimal are indicated as examples below. The scale of each view or section drawn to other than the predominant scale shall be entered directly below the title of the view or section. For example:

SECTION A-A  
SCALE 1/2

SECTION A-A  
SCALE 1:2

SECTION A-A  
SCALE .5

**4.24.3 Drawings Not to Scale.** In the case of diagrams, pictorials, cable assemblies, and tabulated and other drawings not prepared to any scale, the word "NONE" shall be entered after "SCALE" in the space provided on the drawing format. Drawings consisting predominantly of textual content need not have an entry in the scale block.

#### 4.25 Marking for Item Identification

When required, drawings shall specify marking requirements for items, including item identification.

**4.25.1 Drawing Requirements for Part Identification Marking.** Delineation of item markings on drawings shall be clear on such details as content, method of application (e.g., stamp, stencil, bag, or tag), and materials.

**4.25.2 Marking Location and Size.** All aspects of an item identification marking shall be specified directly or by reference on the document delineating the item to be marked. The location and size of the identification marking shall be specified on the depiction of the item when it needs to be controlled due to functional or fit requirements or subsequent finish application. Whenever practicable, the location of the marking on the item shall ensure its readability during normal operational use. The location of identification marking on items that are subsequently coated and finished shall also be controlled and should be specified on surfaces that are not subjected to the coating or finish. For example, the location may be identified by a leader pointing to a chain line box or the actual information to be marked, indicating approximate marking location, or, if necessary, by dimensionally locating the marking where it will be applied.

**4.25.3 Tags and Plates.** Tags and plates shall be defined separately as parts by an applicable specification, standard, or drawing. The requirements for attaching an identification plate shall be specified on the using assembly drawing. The information to be included on the identification plate or tag when installed in the using item shall be specified.

**4.25.4 Printed Board Assemblies.** Drawings pertaining to printed board assemblies shall specify marking location, content, method, size, material, priority of markings specified, the extent of applicability of IPC-D-325 and IPC-2221, and associated sectional standards as applicable.

#### 4.26 Optional or Alternative Designs

Optional or alternative designs of manufacturing a part, such as "casting" versus "weldment," may be specified. Where the differences between the designs would cause confusion in one set of views, an additional view(s) shall be prepared with complete dimensional and other data specified thereon. The additional view(s) shall be labeled to indicate it is optional or alternative, e.g., "OPTIONAL DESIGN" or "ALTERNATIVE DESIGN."

## 4.27 Drawing Notes

Drawing notes provide information that clarifies the requirements for the item delineated. They apply to either a portion of the drawing or to the entire drawing, providing additional treatment, finish, protection, or other considerations. The notes area of a drawing shall be identified with the heading "NOTES."

**4.27.1 Language.** Unless otherwise specified, drawings and associated lists shall be in the English language.

**4.27.1.1 Language Style.** Notes shall be concise statements using the simplest words and phrases for conveying the intended meaning.

**4.27.2 Commonly Used Words and Phrases.** Certain words and phrases are frequently used on a drawing. The following rules shall be applied:

(a) Reference documents shall be cited using "per," "conforming to," "as specified in," and "in accordance with" or "IAW."

(b) The phrase "Unless Otherwise Specified" or "UOS" shall be used to indicate a default requirement. The phrase is used at the beginning of the note or denoted at the head of the "NOTES" column. This phrase shall be used when the default is a generally applied requirement and the exception can be clarified by providing a reference to another document or requirement on the drawing.

**4.27.3 Use of Shall, Will, Should, and May**

(a) "Shall" establishes a mandatory requirement.

(b) "Will" establishes a declaration of purpose on the part of the design activity.

(c) "Should" establishes a recommended practice.

(d) "May" establishes an allowed practice.

**4.27.4 Indefinite Term.** The indefinite term "and/or" shall not be used.

**4.27.5 Location of Notes.** Notes shall be located on sheet 1, or a reference shall be included on sheet 1 indicating note location. When notes are included on a separate parts list, expand the note required by ASME Y14.34 to read similar to the following: "SEE SEPARATE PARTS LIST FOR PARTS AND NOTES." When notes are continued beyond a given drawing sheet, information to that effect shall be inserted in the next note position of the applicable sheet, e.g., "NOTES CONTINUED ON SHEET 4."

**4.27.5.1 Associated Lists and Drawings in Book Form.** For associated lists and drawings in book form, the notes or textual data may be prepared and grouped on continuation sheet(s) of the drawing.

(17) **4.27.6 Drawing Notes — Contents.** Drawing notes are pertinent data given in word form and used to complement the delineation of other given data. Drawing notes shall be concise, grammatically correct statements. The arrangement of the notes shall not be interpreted as an order of precedence, or sequence in manufacturing or assembly, unless specified as such on the drawing. The following shall be applicable in the preparation or use of notes:

(a) General notes apply to the entire drawing or associated list.

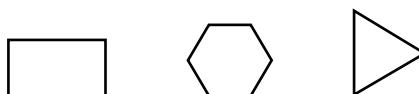
(b) Local notes are located at the specific area or point of application. Local notes are not included in the listing of general and flag notes. Requirements specified by local notes apply only to the areas or points indicated.

(c) Flag notes are located with the general notes but apply only at specific areas or points on the drawing. A flag note shall be identified with a flag note symbol in accordance with (f). The flag note symbol, including the note number, shall be shown at each point of application. The flag note symbol is placed around the note number in the notes area to indicate that it applies at specific areas on the drawing. The flag note symbol, however, need not be shown in the "NOTE" column of the PL or in the "NOTE" column in a table.

(d) General notes and flag notes shall be numbered consecutively as a single listing starting with Note 1. Filling in voids, open spaces, to accommodate deletions is not required. Note numbers of deleted notes shall not be reused. Notes lists authored in a product data management system where notes are identified as database objects with unique identification and are subject to reuse may be numbered or identified nonsequentially.

(e) Reference to standardization documents shall be by basic identifier, excluding revision level, except where identification of a specific issue is essential to drawing interpretation.

(f) Flag note symbols, such as



are placed around the note number when the note is referenced in the field of the drawing. A flag note symbol need not be used when specific direction is given to a drawing note, such as "SEE NOTE 3," or when the note number is indicated in an area of a table or column identified as "NOTES." The same flag note symbol shall be used throughout the drawing. Careful consideration should be given to the use of flag notes on intricate or cluttered drawings. Flag note symbols shall not conflict with or resemble other symbols used in the drawing. Nonstandard symbols or annotations other than flag notes shall be defined.

(g) A separate note shall be used for each unrelated requirement to be specified in the drawing notes.

(h) Reference to other documents for the purpose of specifying requirements or drawing interpretation shall be as specific as possible. The whole of a given document shall not be made applicable by reference unless all of its provisions are required. When a portion of a document is applicable, the extent of its applicability shall be stated. However, reference to paragraph numbers in other documents shall not be made. Reference shall be made to the applicable method, identified requirement, class, grade, or type. Reference shall be made only to documents whose technical accuracy and availability are assured.

(i) Parts and assemblies associated with special items and processes shall be identified in accordance with section 7 of the Standard. Drawing notes may provide the basis for the special item and process or make direct or parenthetical reference to documentation that provides such information.

(j) Notes shall not include contractual requirements, such as statements of costs; time and place of delivery; methods of payment; and requirements for submission, approval, or distribution of data, reports, or plans.

#### 4.28 Drawing Verification and Approval

The design activity shall verify that engineering drawings and associated lists are technically accurate, in conformance with all requirements, and have been approved. Approval shall be signified in the signature block on the original by signature or approval indicator established by the design activity. See para. 4.30.1 for approval indicators.

#### 4.29 Dating Drawings

The method of specifying dates on drawings and related documents shall be numerical by year-month-day for entry in the "DATE" block. For example, June 10, 1989 would be indicated as 1989-06-10, 19890610, or 1989/06/10.

#### 4.30 Digital Approval Systems

This paragraph identifies the minimum requirements for the development of a digital approval system for engineering documentation. Digital approval systems shall provide for the administration and digital application of approval indicators. These systems shall be amenable to human and machine-readable protocols, provide for accurate data entry, and provide for accountability and traceability.

**4.30.1 Signature or Approval Indicator.** An approval indicator may be any symbol adopted by the design activity and has the same authority as a manually applied signature. A signature or approval indicator may be either handwritten or electronically affixed as long as it is unique to and verifiable as applied by an individual or directed to the approved data.

**4.30.1.1 Composition of an Approval Indicator.** Approval indicators may consist of any symbol(s), letter(s), or number(s); groupings or combinations of symbol(s), letter(s), or number(s); or a digital signature. Standard and commonly used machine-readable markings, e.g., two-dimensional barcode, matrix code, etc., may be used as approval indicators.

Trademarks, company logos, etc., shall not be used alone as an approval indicator. However, when combined with the approval indicator, such symbols provide clear association with a specific organization or function.

**4.30.1.2 Approval Indicators for Engineering Data.** A mechanism shall be established and maintained to verify and associate approval indicators to an individual. Uniformity of approval indicator placement shall be established by company procedures, standards, or policies to enhance visibility and reduce searching.

When engineering data is presented or displayed on an engineering drawing utilizing a drawing sheet format in accordance with ASME Y14.1 or ASME Y14.1M, the approval indicator(s) shall be affixed, or directed, in the appropriate signature block(s).

When engineering data is presented or displayed without a drawing sheet format, the approval indicator shall be affixed or directed in a manner to be readily visible and accessible without affecting the technical contents of the engineering data.

**4.30.1.3 Manual Drawings.** Manually prepared and approved drawings and associated documents may be exempt from digital approval system requirements. When manually prepared and approved drawings are converted



to digital file formats, the use of a digital approval indicator should be considered for future revisions.

**4.30.1.4 Printouts of Digital Documents.** Hardcopy printouts of digital drawings shall contain dated indication that the document has been approved.

**4.30.1.5 Digital Copies of Digital Documents.** When approval indicators reside in separate documents and are directed to the digital drawing, the approval indicators shall be affixed to the digital copy of the document.

**4.30.2 Authentication and Verification of Approval Indicators.** Authentication applies to the validation of the approval indicator. Verification of an approval indicator applies to the validation of the approval process.

**4.30.2.1 Authentication.** A system of authentication shall be developed to ensure the accuracy of the approval indicator. The authentication of an approval indicator is the process that validates the unique association of the owner of the indicator to the indicator. Methods for user authentication may be extended to provide approval indicators by combining them with cryptographic techniques of various kinds. Examples of technologies that have been developed for user authentication include password systems, cryptographic systems, and biometrics identification methods.

**4.30.2.2 Verification.** Approval indicator verification is a process whereby all users of a document are assured that an authentic approval indicator has been used.

In general, the document, the approval indicator, and other information, such as cryptographic keys or biometrics templates, may be used.

**4.30.3 Security.** The digital approval system shall be protected with a security system that protects both the system and data within the system from unauthorized access or modification.

**4.30.3.1 Integrity.** The digital approval system shall identify valid approvals of the data. The approval indicator shall not be applied without authorization. The system shall also identify what is approved. Alteration of either the approved document or the approval indicator should be detectable by the digital approval system.

**4.30.3.2 Nonrepudiation.** The digital approval system shall provide the necessary integrity and ability to authenticate the signature(s) such that the signature(s) cannot be repudiated. When documents are transported to another system(s), the integrity of the document, including its contents, approval indicators, approval indicator attributes, and document attributes, shall be maintained.

**4.30.3.3 Authority.** The system shall have a verifiable authority to create and distribute approval indicators. A unique authorization identity is issued to each approver.

**4.30.3.4 Protecting Approval Indicator Information.** Protection and control of approval indicator information, and the media or device in which it is contained, shall be a key ingredient of the system's security.

**4.30.3.4.1 Active Documents.** Approval indicator information shall be maintained current, accessible, and fully functional as long as the document to which it is applied is considered active. This also applies when media or device systems protocols migrate, i.e., as systems update or change.

**4.30.3.4.2 Archived Documents.** Approval indicator information that has been applied to documents no longer active should be fully accessible. Migration of active media or device systems should retain the capability to recognize and validate approval indicator information applied to archived documents. This may be achieved through either continuous protocol updates to archived documents or "backward compatible" capabilities of migrated active media or device systems.

**4.30.3.5 User Authentication With Passwords.** When a password system is used, the user shall control the password.

**4.30.3.5.1 User Authentication With Passwords Over a Network.** When a password is communicated over a network, the password shall be encrypted or physical appliances used, or both, to prevent unauthorized interception.

**4.30.3.5.2 Password Criteria.** Systems using passwords shall establish criteria that will ensure security of the system and its data.

The following factors should be considered:

- (a) the range of values from which each character of the password may be chosen
- (b) the total number of characters that make up the password
- (c) password duration for specific time intervals
- (d) limitations on use of previous password

(e) storage of passwords for use in the authentication process

**4.30.3.5.3 Password Generation.** The password generation system has a major impact on the security of that system. When passwords are automatically generated, care shall be taken for secure distribution to users. Users shall have the ability to change passwords themselves or have a means of requesting a new password.

#### 4.31 Reference Identifiers

A reference identifier may be used to provide supplementary identification of an item that has been identified previously on the drawing or on a subordinate drawing. The use of reference identifiers shall be limited to instances that add substantially to drawing clarity. In order to differentiate from the item identification callouts, the following format shall be used:

- (a) The reference identifier shall be either the basic name or the basic name preceded by modifier(s) or PIN as necessary (in instances where there are more than one part with the same basic name, such as "PLATE" or "SCREW").
- (b) The reference identifiers shall be in parentheses or followed by the notation "REF." For example:

(12345678)  
12345678 REF  
TRANSMISSION REF  
(TRANSMISSION)  
FRONT BUMPER REF  
(FRONT BUMPER)

#### 4.32 In-House Peculiar Information

Design activity identifying numbers may be indicated in brackets, [ ], to identify in-house peculiar identities. Engineering drawings and parts lists using bracketed identification shall carry a note thereon indicating bracketed identities are for in-house information only.

NOTE: Documents identified as bracketed information are not considered as referenced documents as defined herein and, therefore, are not considered as part of the engineering drawing, data, or design package.

#### 4.33 Use of Specifications and Standards

When applicable specifications and standards do not completely fulfill the design requirements of the item, engineering drawings may specify the requirements of the specifications and standards and the variations necessary to fulfill the design requirements of the item, in lieu of preparing new documentation.

#### 4.34 Metric Practices

**4.34.1 Metric Designs.** The measurement system in which the part, item, or any of its features is designed shall be used in the documentation for that part, item, or feature. It may be necessary for any one drawing or associated document to contain both metric units and inch-pound units to accommodate interfacing of items. When a document contains some features in rounded, rational metric units and other features in rounded, rational inch-pound units, each measurement shall be appropriately labeled with the applicable measurement unit, or a general note shall be used for the most predominant unit, and other measurement system units shall be clearly marked on the appropriate measurement.

**4.34.2 Metrics.** Metric units, practices, and uses for the documentation shall be in accordance with the International System (SI) of units, in accordance with ASTM SI 10.

**4.34.3 Soft Conversion.** Soft conversion should not be used on drawings. Soft conversion is the process of changing inch-pound measurement units to equivalent metric units, or vice versa, within acceptable measurement tolerances without changing the physical configuration.

### 5 DRAWING TITLES

This section establishes procedures for creating titles for engineering drawings and names for items detailed thereon.

#### 5.1 Nonmandatory Appendix C — Drawing Titles

A system of titling in widespread use but intended for other than commercial application is detailed in Nonmandatory Appendix C.

## 5.2 General Rules

The title is the name by which the drawing or item will be known and consists of a basic name and modifier, when required, to differentiate like items.

The following rules apply to all titles:

- (a) The title shall be as brief as possible, describe the item, and distinguish between similar items.
- (b) The title shall consist of a noun or noun phrase (basic name). Modifiers may be used to distinguish between items with the same basic name.
  - (1) A modifier may be a single word or phrase. The first modifier narrows the concept established by the basic name, and succeeding modifiers continue the process.
  - (2) The conjunction “or” and preposition “for” shall not be used.
- (c) The noun or noun phrase establishes the basic concept of an item.
  - (1) A compound noun or noun phrase is used when a single noun is not adequate.
  - (2) The noun or noun phrase describes the part and usage of the part, not material or method of fabrication.
- (d) The noun or noun phrase shall be used in singular form, except as follows:
  - (1) when the only form of the noun is plural, as in “TONGS”
  - (2) when the nature of the item requires the plural form, as in “GLOVES”
  - (3) when multiple single items appear on the same drawing, as in “FUSES”
- (e) An ambiguous noun is not used alone but may be used as part of a noun phrase. For example:

Preferred	Not Preferred
CIRCUIT CARD ASSEMBLY	ASSEMBLY, CIRCUIT CARD
PRINTED CIRCUIT BOARD	BOARD, PRINTED CIRCUIT

- (f) When an item is not a container or material but its name involves the use of a noun that ordinarily designates a container or material, a noun phrase shall be used as the basic name. For example:

Preferred	Not Preferred
JUNCTION BOX	BOX, JUNCTION
SOLDERING IRON	IRON, SOLDERING

- (g) Abbreviations should be avoided.
- (h) The title shall be consistent with the title of the next assembly.
- (i) When titles are used on continuation sheets, the title shall be the same on each sheet.
- (j) Reference to major assemblies or end items shall not be used except when necessary to differentiate similar items.
- (k) Nonpart drawings, such as schematic diagrams, shall include the drawing type as part of the title. For example:

TRANSFORMER ASSY — SCHEMATIC DIAGRAM

## 6 NUMBERING, CODING, AND IDENTIFICATION

This section identifies the minimum essential requirements for establishing a numbering, coding, and identification system for application to engineering drawings and associated lists.

### 6.1 Nonmandatory Appendix D — Numbering, Coding, and Identification

A system of numbering, coding, and identification in widespread use but intended for other than commercial application is detailed in Nonmandatory Appendix D.

### 6.2 Drawing Numbers

Drawing numbers consist of numeric, alpha, or special characters or combinations thereof. Spaces are not used between any of the elements of a drawing number. The drawing number is developed, assigned, and controlled by the original design activity. The drawing numbering system used may be significant or nonsignificant. A nonsignificant numbering system is preferred.

**6.2.1 Drawing Number Length.** Although there is no national consensus limitation on drawing number length, many drawing number systems limit themselves to 15 characters, including the base number and any required prefixes, suffixes, and separators. When developing the drawing number length, requirements for the limitation of characters for the Part or Identifying Number (PIN) shall be considered to ensure compatibility. See para. 6.6 for PIN.



### 6.3 Special Characters

Special characters should be selected in a manner that does not hinder drawing interpretation or have adverse effect on legibility or information systems.

### 6.4 Drawing Number Prefixes and Suffixes

A prefix or suffix may be used to identify such considerations as class of drawing, product, or product line. Prefixes, such as PL for Parts Lists, DL for Data Lists, or WL for Wire Lists, may also be used to identify data related to, or associated with, a base or upper level drawing. For example, an assembly drawing, 1234567, may have an associated Parts List, PL1234567.

### 6.5 Drawing Identification and Ownership

**6.5.1 Drawing Identification.** In recognition of the fact that drawing numbers are assigned and controlled by individual design activities and not by a common national or industry-wide issuing authority, a drawing number in itself does not establish a unique identity for the drawing. Unique drawing identification is established through the association of the drawing number and original design activity identification.

**6.5.1.1 Design Activity Identification.** There are different methods of identifying a design activity. Examples of design activity identification include activity name, activity name and address, or CAGE Code. The CAGE Code is used by the government and many industrial activities for design activity identification. CAGE Codes are listed in cataloging Handbook H4/H8.

**6.5.2 Drawing Ownership, Current or Original Design Activity.** The original design activity is the owner of the drawing until the design responsibility is transferred to another activity. The design activity whose name appears in the title block is the original design activity. The original drawing design activity identification shall never be changed. When design responsibility changes, a transfer of design activity responsibility shall be accomplished by adding the current design activity to the drawing in accordance with para 6.5.2.1 and ASME Y14.35.

**6.5.2.1 Transferring Design Responsibility to Another Activity.** When the design responsibility for engineering drawings is transferred from one design activity to another, the drawing number(s) and PIN shall be transferred to the new design activity for administration. The design activity identification of the new assignee shall be added to the first sheet of all sheets being transferred by revision action to identify the change in design responsibility. The original drawing identification that includes the original design activity identifier shall not be changed, relocated, lined through, or deleted. Figure 6-1 illustrates an example of drawing notations indicating a transfer of design responsibility. All new sheets of a drawing shall be assigned the original design activity identifier.

### 6.6 Part or Identifying Number

The PIN is an identification assigned by the original design activity or by the controlling nationally recognized standard for the purpose of uniquely identifying a specific item. A PIN is the same as, or is based on, the controlling drawing number. The PIN does not include the drawing revision identifier, drawing size, or activity identification. A widely recognized limitation on PIN number length is 32 characters.

**6.6.1 PIN Prefixes and Suffixes.** Prefixes and suffixes may be used in association with a basic PIN for such purposes as indicating the existence of available variations to a basic item. Prefixes and suffixes of a PIN are subject to the same structure and length limitations of the basic PIN.

### 6.7 Reference to Items

Each item (detailed part, assembly, installation, or software) shall be identified as follows:

- (a) An item defined by a standardization document shall be identified by the document PIN.
- (b) An item defined by a standardization document containing a part identification system and used without alteration shall be identified by that specification part identification and applicable specification number.

For example:

RNC55H1001FS  
PER MIL-R-55182/2  
and  
4-4-160143BA  
PER SAE J516

**Fig. 6-1 Drawing Notations Indicating a Transfer of Design Responsibility**

Original design activity

Current design activity identification

CURRENT DESIGN ACTIVITY DAI 09567  
ABC PRODUCTS  
TRENTON, NJ 07806-5000

ACME MANUFACTURING  
SLIPPERY ROCK, TX 23467

TITLE

SIZE	DAI 19207	DWG NO 123XXXX0	REV
SCALE	SHEET		

Original design activity identification

Drawing number

6.5.2.1

(c) Design activities using items other than their design without alteration or selection shall identify such items by the original design activity item identification.

(d) All other items shall be assigned an item identification.

## 6.8 Item Identification

The combination of the original design activity PIN and DAI establishes an identification unique to that item.

- (17) **6.8.1 Change Requiring New Identification.** The design or procuring activity shall assign new PINs when a part or item is changed in such a manner that any of the following conditions occur:

(a) *Condition 1.* Performance or durability is affected to such an extent that superseded items must be discarded or modified for reasons of safety or malfunction.

(b) *Condition 2.* Parts, subassemblies, or complete articles are changed to such an extent that the superseded and superseding items are not interchangeable. Interchangeability of an item may be affected by the shape, size, dimensions, mass, weight, color, or other physical parameters. A new PIN shall also be assigned to the next higher assembly for the changed part and to all subsequent higher assemblies up to and including the level at which interchangeability is reestablished.

(c) *Condition 3.* When superseded parts are limited to use in specific articles or models of articles and the superseding parts are not so limited to use.

(d) *Condition 4.* When an item has been altered, selected, or is a source control item (see ASME Y14.24).

(e) *Condition 5.* When a repair part within an item is changed so that it is no longer interchangeable with its previous version. A new PIN shall also be assigned to the next higher assembly for the changed repair part and to all subsequent higher assemblies up to and including the level at which interchangeability is reestablished.

**6.8.2 Computer Program.** When an item is changed in such a way that it necessitates a corresponding change to a computer program for operation, self test, or maintenance test, the PIN of the item and its next assembly and

all progressively higher assemblies shall be changed up to and including the assembly where computer programs are affected.

## 6.9 Model Number or Catalog Number

The model number or catalog number identifies a product line and may be used as the PIN. The number consists of alpha, numeric, or special characters, or combination thereof, and may include suffix identifiers for identifying design characteristics and options.

## 6.10 Serial Number

A serial number is a unique number identifying individual units within a series of like items. The serial number does not establish the PIN but tracks the number of items that were produced under the PIN or tracks the number of items produced within the cage of the manufacturer. Serial numbers should be assigned to all functional and major assemblies requiring special tracking.

**6.10.1 Serial Number Length.** A widely recommended limitation on serial number length is 20 alphanumeric characters.

## 6.11 Version Number

Version numbers are usually used to identify changes to software. The first digit of a version number, reading left to right, identifies a major revision of an issue of software, and subsequent numbers, separated from the major revision by a dot, identify minor revisions, e.g., 3.1.1.

## 6.12 Database Number

A database number may itself be a drawing number, or part or cross reference number, that is used to identify design data related to a drawing. When selecting a database number system, computer system limitations should be considered.

# 7 Markings on Drawings

This section establishes requirements for application of markings on engineering drawings and associated lists. These markings are used in support of, and in addition to, graphics and text to convey information about the drawing, the list, or items depicted thereon. The intent of this section is to standardize marking nomenclatures, control symbology graphics, and indicate minimum requirements for management data that are currently mandatory for drawing and associated list maintenance and application by design or procuring activities.

## 7.1 Nonmandatory Appendix E — Markings on Engineering Drawings

Additional requirements for markings on drawings that are intended for other than commercial application are detailed in Nonmandatory Appendix E.

## 7.2 Items and Processes — Special Notations

When items or processes require special notations on the drawing, relevant drawings shall identify such items, processes, or both, as applicable, with specific markings, notations, or both. Examples of acronyms, descriptions, and relevant references are shown in Table 7-1.

## 7.3 Marking for Special Items and Processes

When required to identify a special consideration item(s), process(es), or both, the appropriate symbol(s), such as shown in Fig. 7-1, shall be prominently displayed near the title block and shall use the same size letters as the drawing title. The appropriate symbol(s) shall also be placed at the line entry of the applicable item(s) or process(es) in the parts list and shall use the same size lettering as the parts list entries.

## 7.4 Feature Identification

When a specific drawing feature is the cause for special item or process status, that feature shall be identified with the appropriate symbol. The symbol shall be placed adjacent to the note or dimension(s) defining the characteristic. For tabulated dimensions or features, the table shall contain an entry for the applicable symbol.

## 7.5 Symbology

**7.5.1 Established Symbology.** For those items and processes that have unique symbology established through existing standardization documentation, that symbology shall be marked on drawings and lists in accordance with

(17)

**Table 7-1**  
**Acronyms for Special Items and Processes**

Acronym	Description	Reference
<b>CSI</b>	Critical Safety Item	MIL-STD-882
<b>CSP</b>	Critical Safety Process	MIL-STD-882
<b>ENI</b>	ENvironmental Impact	
<b>ESD</b>	Electrostatic discharge Sensitive Devices	MIL-STD-1686
		MIL-HDBK-263
<b>ESS</b>	Environmental Stress Screening	MIL-HDBK-2164
<b>HAZ</b>	HAZardous conditions, processes, or materials	...
<b>HCI</b>	Hardness Critical Item	...
<b>HCP</b>	Hardness Critical Process	...
<b>I/R</b>	Interchangeability/Replaceability	...
<b>INT</b>	INTerface Control	...
<b>KC</b>	Key Characteristic	AS9103
<b>OCI</b>	Observable Critical Item	...
<b>OCF</b>	Observable Critical Process	...
<b>ODC</b>	Ozone-Depleting Chemical	...
<b>ODS</b>	Ozone-Depleting Substance	...
		7.2    7.5.1    7.5.2

the requirements of this Standard and the applicable supporting standardization documentation. Examples of acronyms associated with such established symbologies are shown in Table 7-1. Examples of established symbologies are shown in Fig. 7-1.

**7.5.2 Symbology Without Established References.** Those items and processes for which there is no existing supporting standardization documentation shall be marked on drawings and lists in accordance with the acronyms and symbology established in this Standard. See Table 7-1 and Fig. 7-1.

**7.5.3 Nonstandard Symbols, Acronyms, and Abbreviations.** Nonstandard symbols, acronyms, and abbreviations shall be defined directly or by reference. When defined in the notes area, they shall be numbered in accordance with para. 4.27.6(d).

## 7.6 Notes

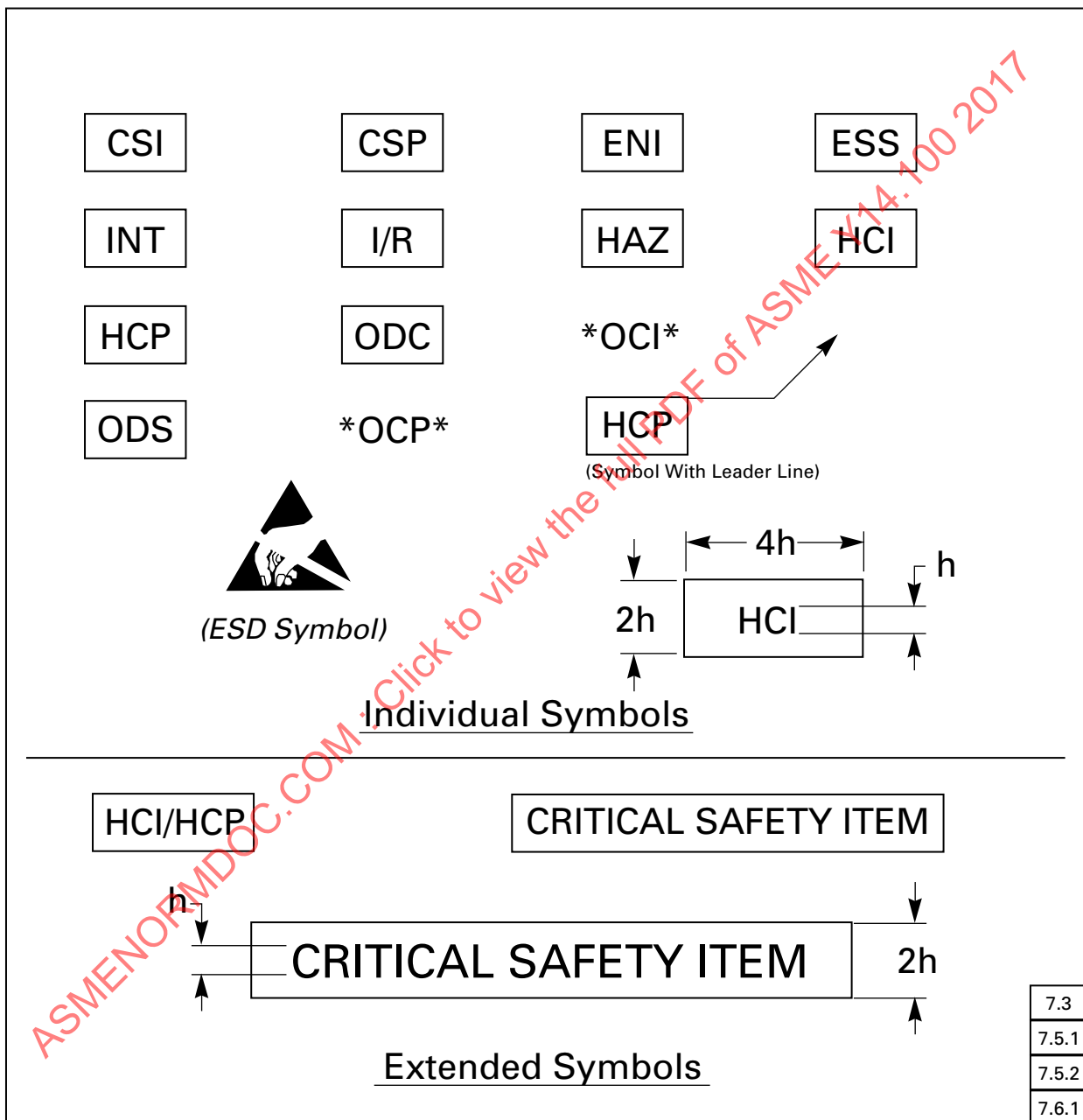
On an assembly drawing, special items or processes that are assembly method(s) or procedure(s) shall be reflected in the drawing notes. Notes that reference a special item or process shall use established symbology for the item or process and be placed within the note area as follows:

Preferred	
5.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">CSI</div> HEAT TREAT PER _____
Alternate	
5.	HEAT TREAT PER _____*CSI*

**7.6.1 ESD Symbol in Nontext Application.** The ESD symbol shown in Fig. 7-1 shall be used in nontext applications.

**7.6.2 Exceptions to Boxed Symbols.** For systems that cannot produce the boxed symbols, and for standard text, alternate symbols, such as \*HCI\*, -CSI-, \*ODC\*, or \*INT\*, in applicable note and text size may be used. The same symbology structure shall be used throughout the drawing or list.

Fig. 7-1 Symbology



## 7.7 Item Replacement Notations

**7.7.1 Interchangeable Items.** When an item is replaced by another existing or new item that is physically and functionally interchangeable, and intended for stocking as a fielded replacement, a notation similar to “PIN 9876... INACTIVE FOR NEW DESIGN, USE INTERCHANGEABLE PIN 1234...” shall be entered on the drawing of the part being replaced in characters the same height as the drawing title or entered as a note in the notes list and flagged to the applicable part(s). The addition of the note constitutes a change; therefore, an applicable entry in the revision history block in accordance with ASME Y14.35 is required.

**7.7.2 Noninterchangeable Items.** When an item is to be replaced by another existing or new item that provides a design improvement but is not interchangeable, a notation similar to “PIN 9876... INACTIVE FOR NEW DESIGN, USE NONINTERCHANGEABLE PIN 1246...” shall be entered on the drawing of the part being replaced in characters the same height as the drawing title or entered as a note in the notes list and flagged to the applicable part(s). The addition of the note constitutes a change; therefore, an applicable entry in the revision history block in accordance with ASME Y14.35 is required.

**7.7.3 Drawings of Multiple Items.** When all of the items on a drawing are not replaced, the notation information cited in paras. 7.7.1 and 7.7.2 shall be contained in a drawing flag note or table for each affected item.

**7.7.4 Superseded Drawings.** When a drawing is redrawn (new original with the same drawing number) and the superseded drawing is to be retained, the word “SUPERSEDED” shall be added to the old original above the title block. Revision history block entries shall be in accordance with ASME Y14.35. The “SUPERSEDED” notation shall be in characters the same size as the lettering height of the drawing title.

**7.7.5 Identifying Substitute Parts.** Drawings and parts lists show parts, materials, or methods as substitute to permit establishment of alternate sources of supply, to permit production of parts by alternate methods of manufacture, or to permit fabrication of items with substitute parts or materials. When parts are identified on the field of the drawing by part number callout, then substitute parts or assemblies shall be identified directly or by reference, on assembly or installation drawings, with notations or combination such as the following:

128XXXX3 — SUBSTITUTE

128XXXX4 — ALTERNATE

## 7.8 Rights in Data Legends on Drawings

Proprietary restrictions, such as limited rights and licensing rights, shall be marked on applicable drawing sheets with the appropriate approved legend. Care should be taken to ensure that the legend is delineated in the field of drawing, within the margins. On drawings that are reproduced in segments, the legend should appear in each segment. Drawings in book form need only delineate the legend on the title sheet.

## 7.9 Duplicate Original

NOTE: The following requirement applies to manually prepared drawings. For CAD drawings, refer to para. 7.10.

When a lost drawing is replaced, the notation “DUPLICATE ORIGINAL” shall be added to the drawing in the lower right-hand margin, near the title block, with lettering the same size as the drawing title (see Fig. 7-2). The revision level shall not be advanced. When changes are required, the drawing shall be considered “REDRAWN WITH CHANGE.” See ASME Y14.35M.

## 7.10 Duplicate Production Master (Stable Base Artwork)

Duplicates of a production master, made from the original stable base artwork or CAD system, shall be marked “DUPLICATE PRODUCTION MASTER. DO NOT REVISE” in the revision history block area, as shown in Fig. 7-3 or above the title block. Marking may be accomplished by use of a label or lettering applied directly on the drawing or by other suitable means.

## 7.11 Reproductions From Digitally Maintained Data

Copies derived from data that are stored and maintained digitally may include a note similar to the following, applied beneath the last entry of the revision history block area or above the title block:

CAD MAINTAINED. CHANGES SHALL BE INCORPORATED BY THE CURRENT DESIGN ACTIVITY.

Design activities may add additional information to this note to identify peculiar in-house requirements.

### 7.12 Ozone-Depleting Substances

The identification of ozone-depleting substances shall be in accordance with Section 602(a) of the Clean Air Act Amendments of 1990 (42USC 7671a), as identified in Section 326 of PL 102-484.

**7.12.1 Ozone-Depleting Substances Note.** The following note is used when the use of ozone-depleting substances is delineated on the drawing:

THIS (enter the word DRAWING or PARTS LIST, as appropriate) IDENTIFIES THE USE OF A CLASS I OZONE-DEPLETING SUBSTANCE (ODS).

### 7.13 Nonmandatory Appendix F — Classification Codes for Drawings and Data Sets

Additional requirements for classification codes on drawings and data sets are detailed in Nonmandatory Appendix F.

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### Fig. 7-2 Duplicate Original Notation

		1		
REVISION HISTORY				
ZONE	REV	DESCRIPTION	DATE	APPROVED
	TITLE			
	SIZE	DAI	DWG NO	REV
	SCALE			SHEET
DUPLICATE ORIGINAL				

7.9



**Fig. 7-3 Duplicate Production Master Drawing Notation**

2	1															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="text-align: center;">REVISION HISTORY</th> </tr> <tr> <th style="width: 10%;">ZONE</th> <th style="width: 5%;">REV</th> <th style="width: 40%;">DESCRIPTION</th> <th style="width: 15%;">DATE</th> <th style="width: 30%;">APPROVED</th> </tr> <tr> <td colspan="5" style="text-align: center; padding: 20px;">                     DUPLICATE PRODUCTION MASTER. DO NOT REVISE.                 </td> </tr> </table>		REVISION HISTORY					ZONE	REV	DESCRIPTION	DATE	APPROVED	DUPLICATE PRODUCTION MASTER. DO NOT REVISE.				
REVISION HISTORY																
ZONE	REV	DESCRIPTION	DATE	APPROVED												
DUPLICATE PRODUCTION MASTER. DO NOT REVISE.																
<div style="position: relative; height: 100%;"> <span style="position: absolute; top: 0; right: 0;">D</span> <span style="position: absolute; bottom: 0; right: 0;">C</span> </div>																
<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">7.10</div>																

INTENTIONALLY LEFT BLANK

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## NONMANDATORY APPENDIX A TAILORING

### A-1 GENERAL

In order to avoid overstated requirements and unnecessary costs in engineering drawing preparation, this Standard shall be carefully tailored to meet the user needs. It is essential that the applicability of the numerous referenced documents, especially regarding basic practices, be as definitive as possible. Many users will have limited need for the detail contained in Nonmandatory Appendices B through F. Accordingly, consideration should be given to any application of these appendices as the user will conclude that the detail contained therein is well beyond their contractual or application intent. The manner and extent of needed tailoring will vary with end-item requirements, the design activity's needs and systems, and customer requirements. In addition, the use of other associated ASME Y14 standards may require tailoring to meet the needs of both design activities and users of engineering drawings. Therefore, Table A-1, a checklist to aid in tailoring, is provided as a minimum for consideration.

**Table A-1 Tailoring Checklist**

<b>A. Drawing Media (Choose all that apply)</b>	
(1) Nondigital (Specify _____)	<input type="checkbox"/>
(2) Digital Data (Specify _____)	<input type="checkbox"/>
(3) Other (Specify _____)	<input type="checkbox"/>
<b>B. Drawing Format (Choose one)</b>	
(1) Contractor	<input type="checkbox"/>
(2) Government (forms supplied by the government)	<input type="checkbox"/>
(3) Government (forms supplied by the contractor)	<input type="checkbox"/>
<b>C. Drawing Sheet Size and Format (Choose one)</b>	
(1) ASME Y14.1	<input type="checkbox"/>
(2) ASME Y14.1M	<input type="checkbox"/>
<b>D. Application Data (Choose all that apply)</b>	
(1) Contractor's option	<input type="checkbox"/>
(2) Required	
(a) On drawing	<input type="checkbox"/>
(b) By reference (Specify _____)	<input type="checkbox"/>
(c) Contractor's option	<input type="checkbox"/>
(3) General use or multiuse notations	
(a) allowed	<input type="checkbox"/>
(b) not allowed	<input type="checkbox"/>
<b>E. Drawing Detail (ASME Y14.24) (Choose all that apply)</b>	
(1) Monodetail	<input type="checkbox"/>
(2) Multidetail	<input type="checkbox"/>
(3) Tabulated	<input type="checkbox"/>

**Table A-1 Tailoring Checklist (Cont'd)**

<b>F. Dimensioning and Tolerancing (Choose all that apply)</b>	
(1) Metric	<input type="checkbox"/>
(2) Decimal-inch	<input type="checkbox"/>
(3) Application of ASME Y14.5	
(a) Specific issue (revision) required (Specify issue _____)	<input type="checkbox"/>
(b) Issue in effect (Specify issue _____)	<input type="checkbox"/>
<b>G. Drawing Notes (Choose one)</b>	
(1) On drawing	<input type="checkbox"/>
(2) By reference (Specify _____)	<input type="checkbox"/>
(3) Contractor's option	<input type="checkbox"/>
<b>H. Types of Drawings (ASME Y14.24) (Choose one)</b>	
(1) Contractor selects	<input type="checkbox"/>
(2) Government selects	<input type="checkbox"/>
<b>I. Maintenance of Multi-Sheet Drawings (ASME Y14.35) (Choose all that apply)</b>	
(1) Drawing revision level (DOD preferred)	<input type="checkbox"/>
(2) All sheets same revision level	<input type="checkbox"/>
(3) Sheet revision level	<input type="checkbox"/>
<b>J. Redrawn Drawings (redrawing without change) (ASME Y14.35) (Choose one)</b>	
(1) Advance revision level	<input type="checkbox"/>
(2) Revision level is not advanced	<input type="checkbox"/>
<b>K. Maintenance of Revision History (Choose all that apply)</b>	
(1) Contractor's option	<input type="checkbox"/>
(2) Optional methods	
(a) Remove one or more revision record as required	<input type="checkbox"/>
(b) Remove all previous revision history	<input type="checkbox"/>
(c) Remove all revision history, but retain line entry for revision authorization and date of revision	<input type="checkbox"/>
(d) Remove all except revision preceding current	<input type="checkbox"/>
(e) Maintain revision history in its entirety	<input type="checkbox"/>
<b>L. Adding Sheets (ASME Y14.35) (Choose all that apply)</b>	
(1) Contractor's option	<input type="checkbox"/>
(2) Optional methods	
(a) Renumber sheets using consecutive whole numbers	<input type="checkbox"/>
(b) Number added sheets in decimal-number sequence	<input type="checkbox"/>
(c) Number added sheets in alphanumeric sequence	<input type="checkbox"/>
<b>M. Deleting Sheets (ASME Y14.35) (Choose all that apply)</b>	
(1) Contractor's option	<input type="checkbox"/>
(2) Optional methods	
(a) Renumber all affected remaining sheets	<input type="checkbox"/>
(b) Affected remaining sheets not renumbered (revision status of sheets block is updated with notations, such as CANC or DEL)	<input type="checkbox"/>
<b>N. Markings on Engineering Drawings (Choose one)</b>	
(1) Special items and processes apply	
(a) Applicable symbols (Specify _____)	<input type="checkbox"/>
(b) Applicable special notes (Specify _____)	<input type="checkbox"/>
(2) Special items and processes do not apply	<input type="checkbox"/>

**Table A-1 Tailoring Checklist (Cont'd)**

<b>O. Associated Lists (ASME Y14.34) (Choose all that apply)</b>	
(1) Nondigital (Specify _____)	<input type="checkbox"/>
(2) Digital Data (Specify _____)	<input type="checkbox"/>
(3) Other (Specify _____)	<input type="checkbox"/>
<b>P. Types of Associated Lists (ASME Y14.34) (Choose all that apply)</b>	
(1) Parts Lists	<input type="checkbox"/>
(a) Integral	<input type="checkbox"/>
(b) Separate	<input type="checkbox"/>
(c) Contractor's option	<input type="checkbox"/>
(2) Application List	<input type="checkbox"/>
(3) Data Lists	<input type="checkbox"/>
(4) Index Lists	<input type="checkbox"/>
(5) Wire List	<input type="checkbox"/>
(6) Other (Specify _____)	<input type="checkbox"/>
<b>Q. Angle of Projection (ASME Y14.3) (Choose one)</b>	
(1) 3rd Angle	<input type="checkbox"/>
(2) 1st Angle	<input type="checkbox"/>
<b>R. Language (Choose one)</b>	
(1) English required	<input type="checkbox"/>
(2) Other (Specify _____)	<input type="checkbox"/>
<b>S. Applicability of Appendices</b>	
(1) Appendix B	
(a) as detailed herein	<input type="checkbox"/>
(b) as modified _____	<input type="checkbox"/>
(2) Appendix C	
(a) as detailed herein	<input type="checkbox"/>
(b) as modified _____	<input type="checkbox"/>
(3) Appendix D	
(a) as detailed herein	<input type="checkbox"/>
(b) as modified _____	<input type="checkbox"/>
(4) Appendix E	
(a) as detailed herein	<input type="checkbox"/>
(b) as modified _____	<input type="checkbox"/>
(5) Appendix F	
(a) as detailed herein	<input type="checkbox"/>
(b) as modified _____	<input type="checkbox"/>

## NONMANDATORY APPENDIX B

### NONCOMMERCIAL DRAWING PRACTICES

#### B-1 GENERAL

This Appendix, in combination with section 4 of this Standard, establishes essential general requirements and reference standards in excess of that required for commercial applications in the preparation of engineering drawings and associated lists.

##### B-1.1 Commercial Practices

Commercial practices, including associated referenced standards that are specific to preparation of engineering drawings and associated lists, are contained in section 4 of this Standard. The detail contained herein is intended to provide visibility of those requirements that are in use in other than commercial applications.

##### B-1.2 Application

In the event of a conflict between the contents of this Appendix and the practices detailed in sections 1 through 7 of this Standard, this Appendix shall take precedence when invoked.

#### (17) B-2 REFERENCES

The following documents form a part of this Appendix to the extent specified herein. The issue in effect shall be that specified in a solicitation.

A-A-208, Ink

A-A-2946, Paper, Tracing

L-F-340, Film, Diazo Type, Sensitized, Moist and Dry Process, Roll and Sheet

L-P-519, Plastic Sheet, Tracing, Glazed and Matte Finish

Publisher: General Services Administration (GSA), DoDSSP, Department of Defense, Defense Logistics Agency (DLA), DLA Document Services, Building 4/D, 700 Robbins Avenue, Philadelphia, PA 19111-5094 (<http://quicksearch.dla.mil>)

MIL-HDBK-780, Standardized Microcircuit Drawings

MIL-PRF-5480, Data, Engineering and Technical: Reproduction

MIL-STD-25, Ship Structural Symbols for Use on Ship Drawings

MIL-STD-129, Marking for Shipment and Storage

MIL-STD-130, Identification Marking of U.S. Military Property

MIL-STD-883, Test Methods and Procedures for Microelectronics

MIL-STD-1285, Marking of Electrical and Electronic Parts

Publisher: Department of Defense, Defense Logistics Agency (DLA), DLA Document Services, Building 4/D, 700 Robbins Avenue, Philadelphia, PA 19111-5094 (<http://quicksearch.dla.mil>)

#### B-3 DEFINITIONS

##### B-3.1 Initial Graphics Exchange Specification (IGES)

*Initial Graphics Exchange Specification*: a neutral file format for the representation and transfer of product definition data among dissimilar interactive graphics systems.

##### B-3.2 Product Definition Data

*product definition data*: denotes the totality of product definition elements required to completely define a product. Product definition data includes geometry, topology, relationships, tolerances, attributes, and features necessary to completely define a component part or an assembly of parts for the purpose of design, analysis, manufacture, test, and inspection.

### B-3.3 Production Master

*production master*: a one-to-one scale pattern that is used to produce one or more printed boards, rigid or flexible, within the accuracy specified on the master drawing (ANSI/IPC-T-50).

## B-4 GRAPHIC SYMBOLS, DESIGNATIONS, LETTER SYMBOLS, AND ABBREVIATIONS

Graphic symbols, designations, letter symbols, and abbreviations used on engineering drawings and associated lists shall be in accordance with the standards indicated below, and section 4 of this Standard. When graphic symbols, designations, letter symbols, and abbreviations are not covered by the listed standard, they may be used provided they are explained on each drawing or referenced to an explanatory document. The referenced explanatory documents for nonstandard symbols shall be furnished with the engineering drawings. When nonstandard graphic symbols, designations, letter symbols, and abbreviations are used repeatedly, they should be forwarded to ASME for possible inclusion in the respective standard.

### B-4.1 Ship Structural Symbols

Ship structural symbols shall be in accordance with MIL-STD-25.

## B-5 DATA PREPARATION, MAINTENANCE, DELIVERY, OR ACCESS

### B-5.1 Materials

**B-5.1.1 Plastic Sheet or Roll.** Originals on plastic sheet shall be in accordance with L-P-519, Type I or Type II, Class 2. Undimensioned drawings, printed wiring artwork masters, production masters, and master pattern drawings shall be in accordance with MIL-PRF-5480, Class 2, Type A or Type B or L-P-519, Type I or Type II, Class 1.

**B-5.1.2 Film, Diazotype.** Copies on sensitized, diazotype film shall be in accordance with L-F-340, Type and Class as specified.

### B-5.2 Digital Data

Engineering drawings prepared by other than manual means, such as computer-generated drawings, shall provide all of the information required by the particular drawing type or level of design disclosure. Variations from the requirements as specified herein and in accordance with ASME Y14.41 to accommodate document preparation will be acceptable so long as these variations meet the requirements relative to the information contents.

**B-5.2.1 Plotters.** If originals are maintained as digital data, copies resulting from plotters need not meet the material, erasure, and aging requirements of L-P-519.

### B-5.3 Maintenance

Requirements for erasure, aging, and paper do not apply to associated lists prepared by automatic data processing or drawings prepared and maintained as digital data.

### B-5.4 Associated Lists, Materials

Associated lists prepared from digital data need not meet the requirements of para. B-5.1.1 or para. B-5.1.2.

## B-6 MARKING FOR ITEM IDENTIFICATION

Drawings shall specify marking requirements for items, including item identification.

### B-6.1 Drawing Requirements for Part Identification Marking

Delineation of part identification markings on a drawing shall be consistent with the requirements of section 6 of this Standard and MIL-STD-130 and clear on such details as method of application, e.g., stamp or stencil, and materials, e.g., ink per A-A-208.

### B-6.2 Packaged Items

Drawing requirements for package identification shall be consistent with the requirements of MIL-STD-129.

### B-6.3 Altered, Selected, Vendor Item Control, or Source Control Item Identification

Altered, selected, vendor item control, and source control items shall be identified in accordance with MIL-STD-130.



**B-7 PRINTED BOARD ASSEMBLIES**

Drawings pertaining to printed board assemblies shall specify marking location, content, method, size, material, priority of markings specified, and the extent of applicability of MIL-STD-1285, IPC-D-325, IPC-2221, and associated Sectional Standards, as applicable.

**B-8 CODE IDENTIFICATION, FSCM, AND CAGE CODE**

Terms such as "FSCM" or "Code Identification" on existing documents or pre-prepared formats in stock need not be updated to "CAGE Code" or "CAGEC."

**B-9 TYPES AND APPLICATIONS OF  
ENGINEERING DRAWINGS**

Types and applications of engineering drawings shall be in accordance with ASME Y14.24 and para. B-9.1.

**B-9.1 Standardized Microcircuit Drawing (SMD)**

An SMD shall disclose the applicable configuration, envelope dimensions, mounting and mating dimensions, interface dimensional characteristics, specified performance requirements, nuclear effects, and inspection and acceptance test requirements for microcircuits in a military application. Vendor item control drawings, as defined in ASME Y14.24, shall not be used to depict microcircuits, Federal Supply Class 5962, that comply with MIL-STD-883. Microcircuits compliant with MIL-STD-883 shall be depicted on an SMD. Guidance concerning SMD is contained in MIL-HDBK-780.

## NONMANDATORY APPENDIX C DRAWING TITLES

### C-1 GENERAL

This Appendix establishes procedures for creating titles for engineering drawings and names for items detailed thereon as required by other than basic commercial applications.

#### C-1.1 Application

In the event of a conflict between the contents of this Appendix and the practices detailed in sections 1 through 7 of this Standard, this Appendix shall take precedence when invoked.

### C-2 REFERENCES

The following documents form a part of this Appendix to the extent specified herein. The issue in effect shall be that specified in a solicitation.

DoD Cataloging Handbook H6, Federal Item Name Directory for Supply Cataloging

Publisher: Defense Logistics Information Services (DLIS), Federal Center, 74 N. Washington Avenue N, Suite 7, Battle Creek, MI 49037-3084 (<https://public.logisticsinformationservice.dla.mil/H6/search.aspx>)

MIL-HDBK-1812, Type Designation, Assignment, and Method of Obtaining

MIL-STD-196, Joint Electronics Type Designation System

MIL-STD-1464, Army Nomenclature System

MIL-STD-1661, Mark and Mod Nomenclature System

Publisher: Department of Defense, Defense Logistics Agency (DLA), DLA Document Services, Building 4/D, 700 Robbins Avenue, Philadelphia, PA 19111-5094 (<http://quicksearch.dla.mil/>)

### C-3 DEFINITIONS

#### C-3.1 Approved Item Name

*approved item name*: a name approved by the Directorate of Cataloging, Defense Logistics Information Services (DLIS) and published in the Cataloging Handbook H6, Federal Item Name Directory for Supply Cataloging.

#### C-3.2 End-Product (End-Item)

*end-product (end-item)*: an item, such as an individual part or assembly, in its final or completed state (ASME Y14.24).

### C-4 DRAWING TITLE

The drawing title shall be the name by which the part or item will be known and consist of a basic item name, government-type designator, if applicable, and sufficient modifiers to differentiate like items in the same major assembly. Reference to major assemblies or end items shall not be included as part of the drawing title for subassemblies and parts except when necessary to differentiate such items from similar items.

#### C-4.1 Approved Item Names

Approved item names are those item names listed in Cataloging Handbook H6, Federal Item Name Directory for Supply Cataloging. Approved item names shall be in accordance with C-6.2. Item names not listed in H6 should be submitted, through the government design or procuring activity, to the Defense Logistics Information Services (DLIS) for approval.

(17)

## C-4.2 Type Designators

Type designators, letters, numbers, or a combination thereof, assigned by the government for the purpose of item identification, are assigned in accordance with approved type designator–nomenclature systems, such as:

Joint Electronics Type Designation System	MIL-STD-196
Army Nomenclature System	MIL-STD-1464
Mark and Mod Nomenclature System	MIL-STD-1661
Type Designation, Assignment, and Method of Obtaining	MIL-HDBK-1812

## C-5 ASSEMBLY

The term “ASSEMBLY” when used as a part of the drawing title shall conform to the definition contained herein and meet the requirements of Cataloging Handbook H6.

## C-6 PROCEDURES FOR CREATING DRAWING TITLES

Titles for drawings requiring modifiers shall be in two parts. The first part shall be the name. The second part shall consist of those additional modifiers and government-type designators necessary to complete the identification of the item.

### C-6.1 General Rules

The following rules apply to all drawing titles:

(a) No abbreviations of any portion of the name (first part of the title) shall be made, except those necessarily used trademarked names and the words “ASSEMBLY (ASSY),” “SUBASSEMBLY (SUBASSY),” or “INSTALLATION (INSTL).” Abbreviations may be used in the second part of the title. Approved abbreviations are listed in ASME Y14.38. In general, the use of abbreviations should be avoided.

(b) Titles of subassembly and detail drawings shall be consistent with the titles of the next assembly drawings, except where interchangeability of parts between assemblies makes consistency impractical or is prohibited by the government design or procuring activity or when such use limits application. The drawing title shall be shown in uppercase letters.

(c) When a drawing is prepared to replace an existing drawing with a different number and the title of the drawing being replaced is in accordance with instructions contained herein, the same title shall be used. When the title of the drawing being replaced is not in accordance with these instructions, a new drawing title shall be developed.

(d) A drawing title shall be as brief and simple as possible, describe the item, and distinguish between similar items.

(e) The names of parts detailed on a drawing shall consist of a noun or noun phrase. Modifiers may be used to distinguish between similar parts on the same drawing.

(f) For words with dual or multiple definitions, the military definitions as published in the Federal Item Name Directory for Supply Cataloging, Section A, Cataloging Handbook H6 shall have precedence.

(g) When the drawing title appears on each sheet of a multisheet drawing, the exact same title shall appear on all sheets.

### C-6.2 First Part of Title

The first part of the title shall be one of the following in order of preference:

(a) An approved item name selected from the Federal Item Name Directory for Supply Cataloging, Section A, Cataloging Handbook H6, whose definition describes the item (e.g., “PIN, STRAIGHT, HEADED,” “SPRING, HELICAL, COMPRESSION,” “ENGINE, GASOLINE,” “RIB, WING SECTION, INNER,” and “MODIFICATION KIT, RIFLE RACKS, MOUNTING”).

(b) Where the procedure outlined in (a) does not provide a suitable name, the following procedures shall be followed:

(1) The basic name shall be a noun or noun phrase. Modifiers shall be included as required by (c).

(2) This noun or noun phrase shall establish a basic concept of an item. A compound noun or noun phrase shall be used only when a single noun is not adequate to establish a basic concept of an item. Cataloging Handbook H6 shall be used as a guide in establishing the noun or noun phrase.

(3) The noun or noun phrase shall describe the part and usage of the part and not the material or method of fabrication. A noun such as “casting,” “forging,” or “weldment” shall not be used except when a casting, forging, or weldment shall be subject to further fabrication to make the designed part. In lieu of such a name, a noun or noun phrase shall be assigned that indicates what the item is or what it does, e.g., “BRACKET” in the title “BRACKET, SUPPORT MIXING VALVE.”

(4) The noun or noun phrase shall be used in singular form, except as follows:

(-a) when the only form of the noun is plural, as in “TONGS”

(-b) when the nature of the item requires the plural form, such as in “CLIMBERS” or “GLOVES”

(-c) multiple single items appearing on the same drawing, as in “Fuses,” “Connectors,” or “Fasteners”

(5) The word “ASSEMBLY” shall be used in names selected from Cataloging Handbook H6 exactly as published therein (e.g., “CABLE ASSEMBLY, SPECIAL PURPOSE, ELECTRICAL”). When no applicable name appears in Cataloging Handbook H6, the word “ASSEMBLY” shall be used as the last word of the noun phrase (e.g., “INTAKE-MANIFOLD ASSEMBLY, GASOLINE ENGINE”).

(6) An ambiguous noun, or one that designates several classes of items, shall not be used alone but may be used as part of a noun phrase.

EXAMPLE:

Acceptable	Unacceptable
SLIDE RULE	RULE, SLIDE
SOLDERING IRON	IRON, SOLDERING
CIRCUIT CARD ASSEMBLY	ASSEMBLY, CIRCUIT CARD
PRINTED WIRING BOARD	BOARD, PRINTED WIRING
PRINTED CIRCUIT BOARD	BOARD, PRINTED CIRCUIT

NOTE: One of the most difficult tasks in naming any item is the determination as to when a noun should be qualified as being ambiguous. The general rule quoted above is amplified to some extent in the succeeding paragraph. When a noun does not expressly fit under any of these rules, one step in determining whether the selected noun is or is not ambiguous is to refer to Cataloging Handbook H6 to see if it is listed. For example, if there is a question on the noun “plate,” a review of the index will reveal many item names with the noun “plate” used, indicating the noun is not considered as being ambiguous.

(7) A trademarked or copyrighted name shall not be used as the noun or noun phrase except where the technical name is extremely difficult (“FREON 12” rather than “DICHLORODIFLUOROMETHANE”) or where no other name is available.

(8) When an item is not a container or material, but its name involves the use of a noun that ordinarily designates a container or material, a noun phrase shall be used as the basic name.

EXAMPLES:

Acceptable	Unacceptable
JUNCTION BOX	BOX, JUNCTION
CABLE DRUM	DRUM, CABLE
SOLDERING IRON	IRON, SOLDERING

(9) The following words shall never be used alone as a basic name but may be the last word of a noun or noun phrase:

Apparatus	Equipment	Plant
Assembly	Group	Ship
Assortment	Installation	Subassembly
Attachment	Kit	Tackle
Compound	Machine	Tool
Device	Mechanism	Unit
Element	Outfit	Vehicle

EXAMPLE: In certain instances, some of the listed words may be used as the first word in a basic noun phrase, as in “MACHINE SHOP” or “TOOL KIT.”

(c) When the noun or noun phrase represents an item to which types, grades, or varieties are applicable, the remainder of the first part of the title shall consist of one or more modifiers.

(1) A modifier may be a single word or a qualifying phrase. The first modifier shall serve to narrow the area of concept established by the basic name, and succeeding modifiers must continue a narrowing-of-item concept

by expressing more particular characteristics. A word qualifying a modifying word shall precede the word it qualifies, thereby forming a modifying phrase (e.g., "BRACKET, UTILITY LIGHT"). It is to be noted the word "UTILITY" qualifies the word "LIGHT" and precedes it in the modifying phrase.

(2) A modifier shall be separated from the noun or noun phrase by a comma and from any preceding modifier by a comma. The hyphen in compound words and dash in type designators are not punctuation marks.

(3) The conjunction "or" and preposition "for" shall not be used.

(4) The first part of the title shall be separated from the second part of the title by a dash.

### C-6.3 Second Part of Title

The second part of the title shall consist of such additional modifiers, modifying phrases, or government-type designators as required. Modifiers indicating what an item is (its shape, structure, or form) or what the item does (its function) are preferable to modifiers indicating the application (what it is used for) or location of the item (where it is used).

EXAMPLE:

SPRING, HELICAL  
COMPRESSION

First part of title

RECOIL ADAPTER

Second part of title

(a) When two or more drawings are similar, and the parts detailed on them perform the same general function, they shall be distinguished by additional modifiers indicating their location, relative position, forms, or dimensions, e.g.:

RIB, WING SECTION, INNER — STATION 276

(b) Nonpart drawings, such as schematic and wiring diagrams, should include the drawing type in the second part of the drawing title, e.g.:

AMPLIFIER, FIRE CONTROL —  
SCHEMATIC DIAGRAM

### C-7 DISCLOSURE OF SECURITY CATEGORIES

No word(s), symbol(s), nor any of their possible combinations that would disclose information in any of the established security categories shall be used in drawing titles.

## NONMANDATORY APPENDIX D NUMBERING, CODING, AND IDENTIFICATION

### D-1 GENERAL

This Appendix details numbering, coding, and identification procedures for engineering drawings, associated lists, and documents referenced thereon as required by other than strictly commercial applications. It also provides identification direction for parts, materials, processes, and treatments specified on these engineering drawings and associated lists.

#### D-1.1 Application

In the event of a conflict between the contents of this Appendix and the practices detailed in sections 1 through 7 of this Standard, this Appendix shall take precedence when invoked.

### D-2 REFERENCE

DoD Cataloging Handbook H4/H8, Commercial and Government Entity (CAGE) Cataloging Handbook  
Publisher: Defense Logistics Agency (DLA), Defense Logistics Information Services (DLIS), 74 Washington Avenue  
North, Battle Creek, MI 49037-3084 (<https://cage.dla.mil/>)

### D-3 DEFINITIONS

#### D-3.1 Acquisition Streamlining and Standardization Information System (ASSIST)

*Acquisition Streamlining and Standardization Information System (ASSIST)*: the DoD publication that lists unclassified federal and military specifications and standards, related standardization documents, and voluntary standards approved for use by DoD.

#### D-3.2 Find Number or Item Number

*find number or item number*: a reference number assigned to an item in lieu of the item's identifying number on the field of drawing and entered as a cross-reference to the item number of the parts lists where the item name and identification number are given. Reference designations in accordance with ASME Y14.44 may be used as find or item numbers (see ASME Y14.34).

#### D-3.3 Group

*group*: a collection of units, assemblies, or subassemblies that is a subdivision of a set or system but that is not capable of performing a complete operational function, e.g., antenna group, indicator group, etc.

#### D-3.4 Manufacturer

*manufacturer*: an individual, company, corporation, firm, or government activity who

- (a) controls the production of an item;
- (b) produces an item from crude or fabricated materials; or
- (c) assembles materials or components, with or without modification, into more complex items

#### D-3.5 Matched Parts

*matched parts*: those parts, such as special application parts, that are machine or electrically matched, or otherwise mated, and for which replacement as a matched set or pair is essential.

#### D-3.6 Nongovernment Standard (or Document)

*nongovernment standard (or document)*: a standardization document developed by a private sector association, organization, or technical society that plans, develops, establishes, or coordinates standards, specifications, handbooks, or related documents. Nongovernment standards adopted by the DoD are listed in ASSIST.