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COURSE BROCHURE

As-Built Documentation and Record Drawings Training Course

6 – 10 September 2027
Vienna

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Registered in the United Kingdom and Saudi Arabia

As-Built Documentation and Record Drawings Training Course

Ref: 169_4848 **Date:** 6 – 10 September 2027 **Location:** Vienna **Fees:** 6600 GBP

As-Built Documentation and Record Drawings is a 1-week training course for site engineers, document controllers, CAD technicians and handover managers, and it ends with an as-built record drawing set and handover register for a completed package of works. Owners now refuse practical completion until they receive accurate records of what was actually installed. Jupiter Prime Training treats As-Built Documentation and Record Drawings as the bridge between what was designed, what was built and what operators must maintain.

Why As-Built Documentation and Record Drawings Matters Now

Three groups shape the demand for reliable records today. Facility and asset teams inherit buildings, plants and networks they must operate for decades and need drawings that match reality; contractors face retention and final payment held until handover files are accepted; and design teams increasingly deliver models under ISO 19650 information requirements, so records must update the model as well as the drawings. A project that captures deviations as they happen hands over clean records and closes out quickly. One that leaves redlines in site cabins rebuilds records from memory, delays completion and leaves maintainers digging blind.

Who Gains Most from As-Built Documentation and Record Drawings

- Site engineers who record deviations, setting-out changes and buried services
- Document controllers who manage revisions, transmittals and record status
- CAD technicians who convert marked-up prints into clean record drawings
- Handover managers who assemble operation and maintenance files for owners
- Survey staff who verify positions and levels of installed elements

A contractor or subcontractor gains most when its site engineer, document controller and CAD technician attend together and agree one redline-to-record workflow.

As-Built Documentation and Record Drawings Capabilities

Participants learn to capture what was built on site, prove it and turn it into controlled records an owner will accept at handover.

- Apply redline mark-up conventions to drawings and tablets on site — site engineers and supervisors
- Test installed positions with field verification and survey checks — quality and survey teams
- Specify record drawing revision codes, status and title block rules — document controllers
- Build model updates that reflect as-installed geometry and data — BIM and CAD teams
- Design handover packages linking drawings, manuals and test certificates — owners and facility managers
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Assess record completeness against a handover register before submission — handover managers

Key As-Built Documentation and Record Drawings Terms

- As-Built Drawing — a drawing marked up to show what was actually constructed, including all deviations from the design.
- Record Drawing — the final, controlled drawing issued at handover that incorporates verified as-built information.
- Redline Mark-Up — hand or digital annotations on issued drawings recording site changes as they occur.
- Field Verification — checking installed elements on site by measurement or survey before records are finalised.
- Handover Register — a list of every document due at completion with its status, owner and acceptance date.
- Revision Control — the system of codes, dates and descriptions that tracks each change to a drawing.

As-Built Documentation and Record Drawings Day by Day

Day 1: Records That Owners Need

- Handover Requirements in Contracts — Reading What the Owner Expects
- Design, As-Built and Record Drawings — Distinguishing Each Drawing Status
- Operation and Maintenance Needs — Deciding Which Details Matter Later
- Record Responsibility Matrix — Assigning Who Captures Each Change
- Common Record Failures — Learning From Rejected Handover Files

Day 2: Capturing Changes on Site

- Redline Mark-Up Conventions — Using Colours, Clouds and Notes Consistently
- Digital Mark-Up on Tablets — Recording Changes at the Workface
- Buried Services Recording — Capturing Depths Before Backfilling
- Photographic Evidence Logs — Linking Images to Drawing Locations
- Daily Change Capture Routine — Keeping Redlines Current Each Shift

Day 3: Field Verification and Survey

- Setting-Out Checks — Comparing Installed Positions With Design
- Survey Data for Records — Using Total Station and Scan Results
- Tolerance Registers — Deciding Which Deviations Need Recording
- Inspection and Test Plan Links — Tying Records to Quality Sign-Offs
- Verification Sign-Off Sheets — Proving Who Checked What

Day 4: Revision Control and Model Updates

- Record Drawing Revision Codes — Controlling Status From Draft to Final
- Title Block and Stamp Rules — Marking Drawings as Record Issue
- Transmittals and Document Registers — Tracking What Was Issued
- Model Updates for As-Installed Geometry — Keeping BIM Records Aligned
- Asset Data Attachment — Linking Tags and Serial Numbers to Elements

Day 5: Practising the As-Built Record Drawing Set and Handover Register

- Sample Redline Conversion — Applying Mark-Up Conventions to a Package
- Verification Evidence Pack — Applying Survey and Sign-Off Sheets
- Revision and Stamp Check — Applying Record Issue Rules
- Handover Package Assembly — Linking Drawings, Manuals and Certificates
- As-Built Record Drawing Set and Handover Register — Completing the Work Product

Applying As-Built Documentation and Record Drawings After the Course

- Introduce a daily redline capture routine with digital mark-up and photo logs on one active work package
- Build a handover register for the current project and track each record drawing from redline to accepted record issue

As-Built Documentation and Record Drawings Questions FAQ

What is As-Built Documentation and Record Drawings and why does it matter now?

As-Built Documentation and Record Drawings is the capture, verification and control of what was actually built. It matters now because owners withhold completion and payment until accurate records support operation and maintenance.

Which roles gain most from As-Built Documentation and Record Drawings?

Site engineers, document controllers, CAD technicians and handover managers gain most. They record changes, control revisions, draft records and assemble the files owners accept at completion.

How does As-Built Documentation and Record Drawings differ from a general document control course?

It focuses on recording what was built and turning it into accepted drawings and handover files. A general document control course covers registers and workflows for all project documents rather than as-built capture and verification.

What do you bring back from As-Built Documentation and Record Drawings?

You bring back an as-built record drawing set and handover register for a package of works, with redline conventions, verification sheets and revision rules ready for your project.

As-Built Documentation and Record Drawings: The Way Forward

The as-built record drawing set and handover register first informs whether a package is ready for handover inspection. Document controllers, handover managers and owners use them to agree acceptance. After the first owner review, revisit the tolerance register and mark-up conventions, since rejected comments show which details maintainers needed most.