		EEC 7.970W01
Energy Supply Engineering & Construction Policy System		Revision: 1.5
TITLE:	Drawing Deliverable Standards attachment (NSP) Title Block Standard (Referenced from 1.7.2.2)	Page 1 of 6

1.7.2.2 TITLEBLOCKS

Standard title blocks are created and shall be used on all Xcel drawings and shall not be altered. The Design Services Manager shall approve any changes required prior to being used.

Drawing Sizes

NSP, Architectural Engineering firms, or Consultants drawings are considered domestic, and are prefixed by an “N”, and an identifier corresponding to the physical size of the end product. This identifier has a direct relationship to better known international standard sizes.

Vendor or Manufactured originated drawings and manuals are prefixed with “**NX**”

(Example) “NX-12345-1-1. Vendor prefixes have no relationship to the drawing size.

<u>PREFIX</u>	<u>SIZE(Height x Width)</u>	<u>NSP FILE SIZE CODE</u>
NL =	11 X 8.5	A
ND =	11 X 17	B
NQ =	17 X 22	C
NH =	22 X 34	D (preferred size for P&ID’s and Schematics)
NF =	34 X 44	E (preferred size for GA, Site, UG Utilities)
NX =	Vendor Only Various	A thru E

* **Obsolete** Industry Standard, do not use with new drawings, except to add to an existing series of that size.


*NE/DE=	11 X 34	D
*B =	18 X 27	C
*A =	24 X 36	E
*E =	34 X 48	E
*AA =	30 X 42	E

Borders: Shall be scaled to 1:1 only.


Do Not Re-name Borders block name or tag set.

Do Not Reference Borders into drawings.

The **lower left corner** of all drawing borders will reside at **XY=“0,0”**, unless a UTM or USDS coordinate system is used.

		EEC 7.970W01
Energy Supply Engineering & Construction Policy System		Revision: 1.5
TITLE:	Drawing Deliverable Standards attachment (NSP) Title Block Standard (Referenced from 1.7.2.2)	Page 2 of 6

Key Elements of Drawing Titleblock Information

A/E OR VENDOR NAME/LOGO HERE					
 NORTHERN STATES POWER COMPANY TB0 CITY, STATE			THIS MAP/DOCUMENT IS A TOOL TO ASSIST EMPLOYEES IN THE PERFORMANCE OF THEIR JOBS. YOUR PERSONAL SAFETY IS PROVIDED FOR BY USING SAFETY PRACTICES, PROCEDURES, AND EQUIPMENT AS DESCRIBED IN THE SAFETY TRAINING PROGRAMS AND MANUALS.		
DWN: TB9	DATE: TB10	CHK: TB13	DATE: TB14	UNIT TB1	
ENG: TB11	DATE: TB12	CHK: TB15	DATE: TB16	TB2	
PM: TB17	DATE: TB18	PROJ. NO: TB21		TB3	
APVD: TB19	DATE: TB20	SCALE: TB22		TB4	
			ENERGY SUPPLY	TB5	
			ENGINEERING & CONSTRUCTION	TB6	REV TB8

The following information shall be input into all NSP plant project title blocks. It is the responsibility of the A/E firm's or Vendor's drafter/designer to include the correct information on the title block.

TB0- PLANTNAME

This is the plant name for which the drawing content is to be located.

TB1- UNIT#

This is the unit number for which the drawing content is to be located. If the drawing(s) relate to more than one unit, then the number (UNIT 0) zero is entered representing all units.

TB2- SYSTEM

The system the drawing pertains to shall be input on this line. For example, if the project is for dust suppression, then DUST SUPPRESSION is entered. For a new instrument air compressor, INSTRUMENT AIR is entered.

TB3- EQUIPMENT DESCRIPTION


The equipment the drawing pertains to shall be input on this line. For example above, for a new instrument air compressor, INSTRUMENT AIR COMPRESSOR would be entered.

TB4- FURTHER DESCRIPTION

This is used if further equipment description is needed. If this is not needed, then this line is blank.

TB5- DRAWING TYPE

This is the type of drawing. For example, if it is a wiring or connection diagram, then WIRING DIAGRAM is entered. If it is plan and sections, PLAN & SECTIONS is entered.

 Xcel Energy®		EEC 7.970W01
Energy Supply Engineering & Construction Policy System		Revision: 1.5
TITLE:	Drawing Deliverable Standards attachment (NSP) Title Block Standard (Referenced from 1.7.2.2)	Page 3 of 6

TB6 – DRAWING NUMBER

This is the NSP Drawing number. Xcel Energy’s EDS Dept. assigns ALL drawing numbers. Architectural Engineers (AE’s) to follow **example** “NH-200000-1-1” (First NH-is the prefix for “D” size followed by a 6 digit series number, then followed by a dash and sheet number if needed).

TB8 – CURRENT REVISION NUMBER

This is the current revision of the drawing. Revisions Issued for Comment or Review prior to Revision 0 shall use an alpha character. Drawings Issued for Construction or Record shall be numeric and start with Revision 0.

TB9 – DRAWN BY

This is the initial of the person who created the drawing. Two (2) or three (3) initials are required.

TB10 – DATE DRAWN

This is the date the drawing was created. The date should be designated with separation by a dash and not a slash, for example, 00-00-00.

TB11 – ENGINEERED BY

This is the engineer or designer who designed the system or worked on the drawing. Two (2) or three (3) initials are required.

TB12 – DATE ENGINEERED

This is the date the drawing was engineered or designed. The date should be designated with separation by a dash and not a slash, for example, 00-00-00.

TB13 – DRAFTING CHECKED BY

This is the initials of the person who checked the drafting of the drawing. Two (2) or three (3) initials are required.

TB14 – DATE DRAFTING CHECKED

This is the date the drafting was checked. The date should be designated with separation by a dash and not a slash, for example, 00-00-00.

TB15 – ENGINEERING CHECKED BY


This is the initials of the person who checked the engineering. Two (2) or three (3) initials are required.

TB16 – DATE ENGINEERING CHECKED

This is the date the engineering was checked. The date should be designated with separation by a dash and not a slash, for example, 00-00-00.

TB17 – PROJECT MANAGER (If Applicable)

This is the initials of the person who was the Project Manager. Two (2) or three (3)

 Xcel Energy®		EEC 7.970W01
Energy Supply Engineering & Construction Policy System		Revision: 1.5
TITLE:	Drawing Deliverable Standards attachment (NSP) Title Block Standard (Referenced from 1.7.2.2)	Page 4 of 6

initials are required.

TB18 – DATE PROJECT MANAGER (If Applicable)

This is the date the Project Manager approved the drawing. The date should be designated with separation by a dash and not a slash, for example, 00-00-00.

TB19 – DRAWING APPROVED BY

This is the initials of the person who approved the drawing. Two (2) or three (3) initials are required.

TB20 – DATE APPROVED

This is the date of the person who approved the drawing. The date should be designated with separation by a dash and not a slash, for example, 00-00-00.

TB21 – XCEL PROJECT NUMBER

This is the Xcel Energy project number assigned to the NSP project. This field will not change with revisions of the drawing.

TB22 – DRAWING SCALE


This is the scale of the drawing. Drawings that are drawn to scale will indicate the scale, (for example, 3" = 1'-0"). Drawings that are not drawn to scale will indicate the scale as NONE. If multiple scales are used on a drawing, the field shall read AS NOTED.

TB23 – OPERATING COMPANY

This relates to the Minnesota/Wisconsin/South and North Dakota operating regional company; NORTHERN STATES POWER COMPANY.

TB24 – OPERATING STATE

This relates to the City and State location of which the work is being performed at.

		EEC 7.970W01
Energy Supply Engineering & Construction Policy System		Revision: 1.5
TITLE:	Drawing Deliverable Standards attachment (NSP) Title Block Standard (Referenced from 1.7.2.2)	Page 5 of 6

PROFESSIONAL ENGINEERS SEAL SECTION

This section is reserved for the Professional Engineer’s Seal or Professional Architect’s Seal. This section may be turned off by layer/level or the layer/level can be frozen if using a seal in lieu of the Minnesota engineering verbiage or the work takes place in another state.

Key Elements of Drawing (Revision) Block Information

NO.

This is the current revision of the drawing.

REVISION

This is a short, clear, and concise description of the revision. Abbreviations can be used. However, they need to be clear and easily understood. Multiple lines can be used if required. Occasionally, a drawing revision will have a new project number for which the revision was created. The new project number will be incorporated in the revision description. If the drawing was redrawn on CAD then this shall be the first item noted in the revision description.

ZONE

D-size and E-Size drawings are subdivided into zones. The zones are indicated by alphabetical and numerical entries along the border. The revision zone shall be entered with the alphabetical designation first, followed by a “dash”, followed by the numerical designation corresponding with the area of the drawing that was revised. If there are multiple areas of the drawing that were revised, this field may be left blank.

DATE

This is the date the drawing was revised. The date should be designated with separation by a dash and not a slash, for example, 00-00-00.

BY


This is the initials of who made the revision to the drawing. Two (2) or three (3) initials are required.

CHK

This is the initials of the person who checked the revision to the drawing. Two (2) or three (3) initials are required.

ENG

This is the engineer or designer who designed the system or worked on the drawing revision. This can also be the person who approves the revision. Two (2) or three (3) initials are required.

 Xcel Energy®		EEC 7.970W01
Energy Supply Engineering & Construction Policy System		Revision: 1.5
TITLE:	Drawing Deliverable Standards attachment (NSP) Title Block Standard (Referenced from 1.7.2.2)	Page 6 of 6

Key Elements of Drawing (Reference) Block Information

DRAWING NUMBER

This is the drawing number of the drawing being referenced.

MANUFACTURER

This is the manufacturer, vendor, or Company name of the drawing being referenced.

DRAWING TITLE

This is the title of the drawing being referenced.