
Burnham Electrical Services Ltd

CAD Policy

Issue Date: 23rd December 2025
Approved: CAD Manager

Review Date: 23rd December 2026
Reviewed By: CAD Manager

CAD Policy

1. Use of Design DWGs Following Tender Award

Where Burnham Electrical prices a tender and is subsequently awarded the project, the use of the project design DWG files shall be required to enable the completion of the design and delivery of the works.

Design DWG files will be used for the following purposes:

- Development of preliminary design information
- Preparation of construction drawings
- Production of record (as-built) drawings
- Preparation of schematics and associated design documentation

The use of these DWG files is essential to ensure design accuracy, coordination with other disciplines, and compliance with project specifications and statutory requirements.

2. AutoCAD Standards – Layers and Xrefs

2.1 AutoCAD Layer Management

All CAD drawings shall be produced in AutoCAD using a structured and consistent layer naming convention in line with Burnham Electrical CAD standards.

- Layers shall be discipline-specific and clearly named
- Layer colours, line types, and line weights shall be used consistently
- No drawing content shall be created on layer "0" except where required for block creation
- Unused or redundant layers shall be purged prior to issue

This approach ensures clarity, ease of coordination, and efficient downstream use of drawings.

2.2 External References (Xrefs)

Where applicable, drawings shall utilise External References (Xrefs) to maintain coordination and control across multiple drawings and disciplines.

- Xrefs shall be attached using relative paths where possible
- Xrefs shall not be edited directly unless authorised by the CAD Department
- All referenced files shall be clearly named and stored in the agreed project directory structure
- Xrefs shall be checked prior to issue to ensure all references are correctly loaded and resolved

The use of Xrefs supports efficient updates, reduces duplication of information, and improves drawing coordination.

3. Data Protection and GDPR Compliance

All CAD data, drawings, and associated documentation shall be managed in accordance with the UK General Data Protection Regulation (UK GDPR) and Burnham Electrical's data protection policies.

- Only information necessary for the execution of the project shall be included within CAD files
- Personal data (including names, contact details, or identifiable information) shall not be included in drawings unless contractually required
- Where personal data is required, access shall be restricted to authorised personnel only
- CAD files shall be stored securely and shared only via approved company systems
- Any personal data contained within drawings shall be removed or anonymised prior to external issue where possible

All staff involved in the creation, management, or distribution of CAD data are responsible for ensuring compliance with GDPR requirements.

4. CAD Department Contact Details

The CAD Department can be contacted using the following methods:

CAD Office:

Drawings@burnhamelectrical.co.uk

01628665253 Ext 145.

Jay Weaver

Jay@burnhamelectrical.co.uk

01628665253 Ext 144.