



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

**ORDER
6000.55B**

National Policy

Effective Date:
05/11/2012

SUBJ: National Facility Drawing Library Procedure

1. Purpose of This Order. This order establishes that the National Computer Aided Engineering Graphics (CAEG) Program has the responsibility for establishing and maintaining the Federal Aviation Administration (FAA) CAEG Facility Library for all National Airspace System (NAS) National Standard, Project, and Facility Drawings. The database repository utilizes CAEG software suite Electronic Drawing Management System (EDMS).

a. This order also provides information to locate guidance and procedures on how drawings are to be prepared, submitted, and retrieved through the facility library. These activities include the processing and cataloging of the data and providing for its secure storage and access.

b. The information contained within the EDMS complies with FAA Order 1375.1, Information/Data Management. Information contained within the EDMS contains sensitive information and must follow FAA Order 1600.75, Protecting Sensitive Unclassified Information (SUI).

c. This order prescribes the preparation and use of the CAEG software suite and the use of the current version of FAA-STD-002, FAA Standard Engineering Drawing Preparation and Support, as the tools used in the creation of engineering drawings for the NAS buildings and facilities, creation of construction drawings, and as-built drawings. This order covers the creation of new engineering drawings, the use of engineering drawing standards, access to current electronic engineering drawings, and policy changes.

2. Audience. This order applies to all FAA employees, contractors, consultants, and grantees that create, modify, handle, or access engineering data in the CAEG EDMS system.

3. Where Can I Find This Order? You can find this order on the My FAA Employee website. Select "Tools and Resources", then select "Orders and Notices" or use:
https://employees.faa.gov/tools_resources/orders_notices/.

4. Cancellation. FAA Order 6000.55A, National Facility Drawing Library Procedure, dated 7/16/2007 is cancelled.

5. Explanation of Policy Changes. This order clarifies and works in conjunction with the policies and procedures outlined in FAA-STD-002 and FAA Order 1800.66, Configuration Management Policy. It also reinforces the policies on handling engineering drawings for security, electronic deliverables, and engineering drawing preparation. This order also reflects current FAA organization titles and current copyright symbols of the vendors.

Distribution: Selected Air Traffic Organization offices;
A-W(FS/AS/PP)-2; A-Y(DE/AY)-2;
A-Z(EN/ES/AN/AS/ST/CM/TE)-2; A-X(FS/AS)-2;
A-FAF/FAT/FFS-0 (STD); A-FAS-1 (STD)

Initiated By: AJW-21

6. Roles and Responsibilities.

a. The National CAEG Program must establish standards, guidance, and procedures to implement this policy.

b. FAA management and contracting officials at all levels must ensure that FAA employees, users, and system administrators adhere to this policy by using approved software, and assure adherence to configuration management as well as FAA standards and notices as described in this order.

c. FAA employees, contractors, consultants, and grantees must follow the standards, guidance, and procedures contained in this order when creating or modifying engineering drawings or models for the FAA.

7. Drawing Standards.

a. A drawing is defined as any engineering document issued by a headquarters organization or an engineering service area, prepared within the FAA or by an outside source, which graphically depicts a design standard, regionally modified design to accommodate geographic unique site specific requirements, construction sets, or actual as-built conditions for a particular structure, facility, or equipment therein.

b. You must develop all drawings in accordance with the latest version of the FAA-STD-002. You can find FAA-STD-002 on the FAA Intranet at <http://caeg.faa.gov> . Select "Documentation", and then select "FAA-STD-002".

c. Certain drawings are subject to formal configuration management procedures as described in the latest edition of Order 1800.66. You must approve changes to any drawings under configuration management through the NAS Change Order Process (NCP).

8. Procedures for New Drawings.

a. All NAS facility drawings prepared within the FAA or by outside sources must follow the drawing numbering guidelines in the current version of FAA-STD-002. All new and revised drawings and/or models prepared within the FAA must be prepared and edited within the EDMS. Drawings must be stored within the CAEG EDMS, not on local computer hard drives or on other interactive group sites (such as KSN). You must coordinate any exceptions by the local CAEG staff and they must agree to those changes. This ensures that drawings and/or models created within and for the FAA do not become orphaned. You must deliver drawings prepared by outside sources to the FAA CAEG drafting coordinator (in electronic format) for storage within the EDMS. Any drawings or models created within the FAA or by outside sources are FAA property.

b. Send drawings on a CD-ROM or DVD-ROM to the local FAA EDMS administrator or drafting coordinator.

c. The Air Traffic Organization (ATO) only supports the CAEG suite of software (Computer-aided Design [CAD] tools, analytical tools, CAD management software). You must submit any

waivers to use other software through the Information Technology Directorate Software Support and the CAEG Program Office must authorize those waivers.

d. The preferred vector file format for delivery of engineering drawings from outside sources to the ATO is MicroStation (.DGN). The other acceptable vector format for delivery of engineering drawings from outside sources is AutoCAD drawing format (.DWG). The acceptable raster formats are the Portable Document Format (.PDF) and Tag Image File Format (.TIFF). You must accompany all raster-file-format deliveries with the corresponding version of that file in the preferred vector file format. Any drawing format deliveries must be coordinated with the local drafting coordinator per FAA-STD-002.

e. It is the vendor's responsibility to ensure that all files delivered are compliant with FAA orders, standards, and notices. The FAA office requesting engineering drawings is responsible to ensure that work performed complies with FAA orders, standards, and notices before delivering the drawings to the local drafting coordinator for input into the ProjectWise EDMS system. The drawings will be stored in the CAEG EDMS until seven years after the facility shown in the drawings has been decommissioned.

f. All FAA National Standard Facility, all drawings created by or for the FAA, and As-Built Drawings will be considered Sensitive Unclassified Information (SUI) data, per FAA Order 1600.75 and must be marked For Official Use Only (FOUO) at a minimum. Drawings will be considered on a case-by-case basis and will be marked accordingly if they meet the criteria pertaining to Sensitive Security Information (SSI) or FOUO. You will handle all drawings according to FAA orders pertaining to securing sensitive information.

9. Accessing Current Electronic Drawings.

a. You can find an updated drawing list using the EDMS. All users must have a login and password to gain access to the EDMS. Users will have to contact the National Service Center to request the ProjectWise EDMS software installation.

b. It is responsible to expect that anyone who has any drawings checked out of the EDMS for remote fieldwork to return those drawings in a timely manner. This requires coordination with the local ProjectWise system administrator or drafting coordinator (see paragraph 10 – Requests for Information).

c. If users experience technical issues with the EDMS System, they should contact the National Service Center to request ProjectWise EDMS support. The National Help Desk will generate a service request and will forward it to the appropriate ProjectWise administrator for the user's respective area (see paragraph 10 – Requests for Information).

d. If users do not find the drawings they are looking for in the EDMS, they should contact the local ProjectWise system administrator or drafting coordinator (see paragraph 10 – Requests for Information).

10. Requests for Information. You can find contact information for the local ProjectWise administrator inside the FAA firewall at <http://caeg.faa.gov>. Activate the left tab marked "CAEG Contacts", click on the link <http://saapps.faa.gov/WebApps/CaegPhon>, and then select the site for local CAEG Personnel Listings.

The headquarters CAEG facility is located at FAA, Director of Air Traffic Control Facilities, CAEG Program, Room 314, 950 L'Enfant Plaza South, S.W., Washington, DC 20024.

11. Distribution. This order is distributed in headquarters to group/division level in the Air Traffic Organization, Flight Standards, Office of Airports Safety and Standards and Office of Airport Planning and Programming; to division level at the FAA Logistics Center and the FAA Academy at the Mike Monroney Aeronautical Center and to division level in select offices at the William J. Hughes Technical Center; to group level in the ATO Service Areas and Service Centers; to the division level in the regional Flight Standards and Airports Divisions; and to all ATO, Flight Standards, and Airports field offices with a standard distribution.


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