NOVEMBER 2025 · CAD & DRAFTING

A clearer brief makes CAD production more predictable

The quality of a drafting brief affects how much time is spent producing drawings and how much is spent chasing decisions. Agreeing the inputs, outputs and review responsibilities early gives everyone a more useful basis for the work.

Clear information. Confident next steps.

Eight-page reading booklet
Collection first published 22 September 2026
Booklet edition updated 24 September 2026

01 / UNDERSTAND

Start with a clear foundation

Describe the output, not just the software

“Create a CAD model” can mean a simplified layout model, a detailed assembly or a drawing-ready product structure. Explain the intended use. List the required native and neutral files, drawings, BOMs and presentation views. Confirm the software version and any compatibility limits before production begins.

Identify approved and provisional information

Provide a source register showing which dimensions, materials and interfaces are approved. Mark sketches and photographs that are for context only. A drafter should not need to guess which of two conflicting dimensions is authoritative. Resolve the conflict with the nominated technical reviewer and keep a record of the decision.

02 / APPLY

Turn information into action

Agree what a review means

Use an early representative drawing to confirm presentation, title blocks and annotation conventions. Then review the technical content separately with the responsible authority. Define how comments will be consolidated and how additional scope will be handled. This helps prevent multiple reviewers issuing contradictory instructions.

A brief that prevents avoidable guessing

Suppose a project includes a PDF drawing, an older native model and a handwritten mark-up. Each may contain useful information, but none automatically overrides the others. The brief should identify the authoritative source for geometry, dimensions and material information. Record the intended manufacturing or presentation use and the required file versions. Where a decision is missing, give it an owner and due date. Producing an attractive model before resolving the source hierarchy can multiply rework across every drawing and downstream catalogue.

03 / LOOK CLOSER

Use a representative sample

Select one drawing that includes the important conventions: title block, dimensions, parts list, revision field and export format. Review it early with the people responsible for presentation and technical content. Record the agreed changes and then apply the standard to the full package. A sample review is not approval of every subsequent drawing. Each deliverable still needs its appropriate check, especially where its configuration or source information differs. This staged approach makes review expectations visible while change is still relatively inexpensive.

- Which user needs this information most urgently?
- Which source is authoritative, and who can approve it?
- What would make a small pilot useful to your team?

04 / WORKSHOP

Make it a team conversation

Use one small, approved example from your own organisation. Nominate a document owner and a reviewer, then apply the checklist below. Record the initial problem, the proposed improvement and the evidence needed to confirm it. Keep the exercise separate from any live equipment activity or production change until the appropriate authority approves it. Discuss what became clearer, which inputs were missing and whether the same approach can be repeated. A modest improvement that your team actually uses is a stronger starting point than an ambitious system with no agreed owner.

- Name the document owner and technical reviewer.
- Write down one unresolved source-information question.
- Agree one measurable information-finding task.
- Record what changed after the review.

05 / WORK WITH CDX

A practical delivery partnership

CDX can help organise the source material, prepare a representative layout, produce the agreed CAD or documentation outputs and maintain a comment register through review. Offshore production is coordinated by Australian management under a defined scope. We do not provide engineering sign-off or create evidence of inspections that have not occurred. Bring the approved source information, your intended audience and the required deliverable list to the discussion. We will identify the preparation work, unresolved questions and review responsibilities before agreeing the production scope.

· Standard documentation · current rates online.

· CAD / drafting support · current rates online.

· Technical documentation · cdx.net.au/pricing.

• 12-month work warranty; scope and conditions apply.

06 / CHECK & ACT

Your next step

Create a one-page drafting brief for your next job. Attach a deliverable list and one example of the drawing standard you want to follow.

- State the intended use of the model and drawings.
- Confirm source revisions and approved dimensions.
- Supply templates and numbering conventions.
- Agree output formats and software versions.
- Nominate one contact to consolidate review comments.

07 / TAKE IT FORWARD

A one-page improvement brief

Use these prompts to start a focused discussion with your team. Keep confidential equipment details inside your approved project channels.

- Problem: what information is difficult to find or trust?
- Reader: who needs it and at what point in their work?
- Source: which approved files and records exist?
- Deliverable: what would make the information usable?
- Review: who will confirm the technical content?
- Success: how will you check whether it helped?

Start a scoped conversation

td-industrial-studio.mangleshbpatel.chatgpt.site/quote

General educational material. CDX prepares work for review and does not provide engineering sign-off. Your responsible authority approves equipment-specific instructions and technical decisions.