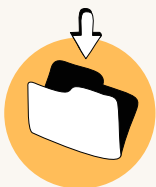# capsa

Before you upload

The quick checks that save hours later

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Checklist

Think of this as a quick pit stop before hitting upload. Follow these basics every time — for every document and every revision — and you'll keep the whole project running smoother.

Cut corners or get sloppy, and mistakes creep in, time gets wasted, and the team suffers. Don't be that person.

Section A — Document Details

- [ ] Project name (and building/section title if relevant)
- [ ] Unique document number
- [ ] Unique document title
- [ ] Revision reference (unique for each issue)
- [ ] Revision notes (summary of changes)
- [ ] Author name (and checker, if applicable)
- [ ] Date of issue/revision
- [ ] Document status (clearly marked under the contract)

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Section B — Drawing Standards

- ☐ Paper size specified
- ☐ Scale and dimensions correct (with scale bar for checking)
- ☐ Structural grid with dimensions added (for GA drawings)
- ☐ Drawing is clear and easy to follow

Section C — File Format & Quality

- ☐ Suitable file type (e.g. PDF, DWG, JPG/PNG)
- ☐ File naming follows agreed convention
- ☐ File is formatted for size/clarity (layers cleaned & compressed)

Section D — Capsa Upload Checks

- ☐ Uploaded to the correct project
- ☐ Correct labels applied
- ☐ Project tags applied
- ☐ Shared with the right people

Final Step

- ☐ Document checked and ready for upload