Assembly Drawings: Common Mistakes Addressed

# Wrong part number (or none at all) in title block

Make sure your title block has the correct part number for what is on the page!

Main assembly = 00-00 (this page usually has all the subassemblies in exploded view)

Subassembly = 01-00, 02-00, etc. (note that a subassembly always ends in -00)

Part = 01-01, 01-15, 02-12, 14-153, etc.

**If you are using a subassembly within a subassembly, your sub-subassembly’s part number must end in -00.**

Example: if you have parts 03-02-01, 03-02-02, and 03-02-03, the subassembly they are in is called 03-02-00, **NOT** 03-02.

# Location (order) of drawings

The subassembly pages are like dividers in a binder. The part drawing(s) for a subassembly go with their subassembly page.

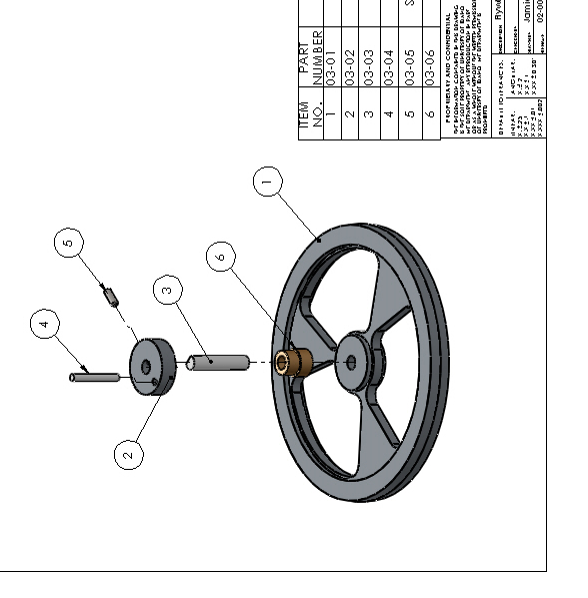
Assembly Drawing Package

* 00-00 collapsed view of main assembly
* 00-00 exploded view of main assembly (with sub-assembly-level BOM)
* 01-00 collapsed view of subassembly
* 01-00 exploded view of subassembly (with parts-level BOM)
  + 01-01
  + 01-02
  + 01-03
  + … 01-#
* 02-00
  + 02-01
  + 02-02
  + … 02-#
* 03-00
  + 03-01
  + 03-02
  + … 03-#

And so on.

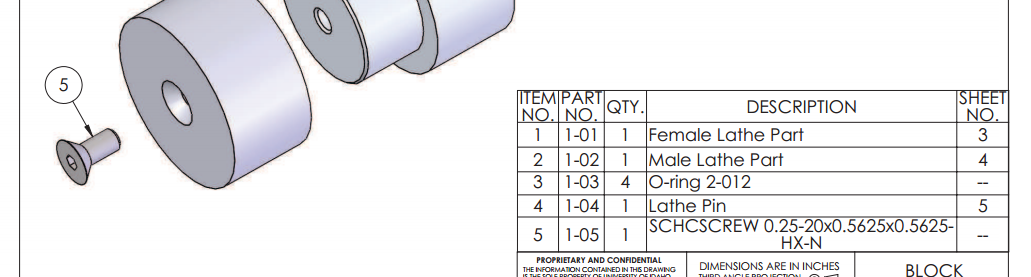
# Labels

Your exploded views should have a bill of materials listing the parts in the picture. Each part has an Item No. Each part should also have a label in the picture, pointing out which part is “item 4”, for instance.



# Purchased Parts

If you have purchased parts in a subassembly, do not include a drawing for the part. Instead, use the description field to show where you would buy the part (i.e., include the full part designation from McMaster-Carr). You want someone to be able to find the purchased part and buy one.



# Missing parts

If you restructure your file management and change which subassembly a part belongs to, make sure to update your part numbers. For example if you move part 1-03 to another subassembly:

* 1-00
  + 1-01
  + 1-02
  + 1-04

Should be changed to:

* 1-00
  + 1-01
  + 1-02
  + 1-03

To avoid confusion.