BABOOM
THE BIM WIZARD

References: User Guide

Published BIM guidance kept as issued

05 November 2026
BBM-REFERENCES-GUIDE
Companion to the Office BIM Manual

Reference documents the office standards are built on, at `BABOOM-BIM-STANDARD\02-LIBRARIES\04-REFERENCES`: **40 documents in 6 groups**. Read them to understand a requirement; the office rule is always the BABOOM standard. Codes and regulations have their own folder and guide (00-CODES-AND-REGULATIONS).

1 What is inside

Folder	Documents	What
`01-ISO-19650-AND-UK-BIM-FRAMEWORK`	12	ISO 19650 parts 1 and 2 and the UK BIM Framework guidance parts 1 to 3 and A to F.
`02-RIBA-PLAN-OF-WORK`	4	RIBA Plan of Work 2020 overview, template and toolbox.
`03-BEP-EIR-OIR-TEMPLATES`	10	BEP, OIR and information-delivery templates and an ISO 19650 document pack.
`04-LOD-AND-CLASSIFICATION`	3	BIMForum LOD Specification 2021 and CSI MasterFormat 2020.
`05-NATIONAL-BIM-GUIDES`	2	National and institutional BIM guides used as benchmarks.
`06-CHECKLISTS-AND-SCOPES`	9	BIM checklists, proformas and scope-of-work templates.

2 Find a document

Open the catalogue 1
Double-click `CATALOGUE.html` in 04-REFERENCES. Type a word (BEP, LOD, RIBA, OIR) or pick a group.

Open it 2
Click the title. Files open from the server; save a copy to your project only if you must annotate it.

Cite the edition 3
When you quote a reference in a BEP or report, give its title and edition as in the file name.

! Licence check

Document	Note
`01-ISO-19650-AND-UK-BIM-FRAMEWORK/BS-EN-ISO-19650-1-2018.docx`	Paid BSI standard: confirm the office licence, otherwise move to 98-ARCHIVE
`01-ISO-19650-AND-UK-BIM-FRAMEWORK/BS-EN-ISO-19650-2-2018.docx`	Paid BSI standard: confirm the office licence, otherwise move to 98-ARCHIVE
`04-LOD-AND-CLASSIFICATION/CSI-MASTERFORMAT-2020.pdf`	Paid CSI publication: confirm the office licence

3 Naming

Published documents keep the publisher's title: `<PUBLISHER>-<TITLE>-<EDITION>.<ext>`, for example RIBA-PLAN-OF-WORK-OVERVIEW-2020.pdf. A newer edition replaces the old one, which moves to 98-ARCHIVE.

+ Add a new item

Drop it 1
Copy the file into `04-REFERENCES\99-INTAKE` with a one-line note: what it is, where it came from, licence, who asked.

BIM team checks 2
It works, holds no client or project data, is not a duplicate (same SHA-256) and may be used by the office.

Filed and named 3
The BIM team renames it (<PUBLISHER>-<TITLE>-<EDITION>) and moves it to its numbered folder. Rejected items go to 98-ARCHIVE.

Pages rebuilt 4
build_all.py regenerates this guide, the catalogue and the front page. Nothing is deleted.

Who to ask
The BIM team: questions, corrections, installs and new items. Do not edit files in the library; it is read-only for users.