

# KES

## Completion Method of Kia Engineering Standards

KES A-A001

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**Kia** MOTORS

## 1. Purpose

This standard is purposed to facilitate the completion, usage and reference of the standards by establishing the detailed methods according to the management regulations of engineering standards.

## 2. Scope of Application

This method applies to preparation and formating of engineering standards.

## 3. Style

Style for engineering standards shall conform to KES A-A002(Style Manual for Kia Engineering Standards).

## 4. Construction

Consturction of engineering standards consist of a cover and a table of content followed by texts, and may carry tables, appendix and explanations added next to the text as required.

## 5. Entered Items

Following items shall be put down on the cover. The form shall be as shown in the Attached Tables 1 and 2.

### 5.1 Following items shall be put down in Attached Table 1.

- (1) name of basic categorical classification
- (2) title of engineering standard-name
- (3) engineering standard regoster cpde
- (4) revision history
- (5) writing department

### 5.2 Followwing items shall be put down in Attached Table 2.

- (1) approval for establishment
- (2) date of establishment
- (3) standard quoted
- (4) coordination
- (5) distribution division and its scope
- (6) note

## 6. Recording Method of Cover

### 6.1 Name of Basic Categorical Classification

The name of basic categorical classification of standard shall be written on according to KES classification system.

## 6.2 Title of Engineering Standard

As for title of engineering standard, it shall show the contents specified in each engineering standard briefly and English title shall also appear underneath the title line.

## 6.3 Engineering Standard Resistrating Code

Assignment of engineering standard code shall be done by engineering standardization department according to KES classification system and this code shall serve as a resistered number at the same time.

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(1)                      (2)                      (3)

(1) KES shows the initials for KIA Engineering Standards.

(2) As for basic code, Large class code shall be written according to classification system.

|                                |   |                              |   |
|--------------------------------|---|------------------------------|---|
| basic standard                 | A | Purchase standard            | P |
| material standard              | B | quality warranty standard    | Q |
| general standard for parts     | C | inspection standard          | R |
| individual part                | D | manufacturing standard       | S |
| standard parts                 | E | test standard                | T |
| product standard               | F | equipment checking standard  | U |
| equipment requirement standard | G | service standard             | W |
| design standard                | M | packing and marking standard | X |
| technical management standard  | N |                              |   |

(3) write down function-class code and consecutive numbers.

## 6.4 Revision History

(1) The date on which the revision of engineering standard come into effect shall be written in the column of date of revision.

(2) The purpose and major reasons for revision shall be written in briefly.

(3) Approval of revision is done by one authorized to establish the applicable engineering standard

## 6.5 Standard Quoted

When drafting a new establishment and/or a revision, the directly quoted or related standard (standard, data) shall be written in order of KES, KS and other standards.

## 6.6 Conference

If conferring and coordinating with the related departments in drafting contents is needed establishing (revising), hold a conference and keep a log of the names of participants and the departments. Any concurrences of confirmation of the conclusions shall be made by grade 2 staff or higher.