

KES

Disuse Dealing Rule

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1. Scope of Application

This rule specifies the application procedure to disuse the model on task and related data.

2. Purpose

This rule is purposed to disuse unnecessary model quickly to promote betterment of task efficiency of related division and operation of computer.

3. Meaning of terminology

- (1) 「Request for Disuse」 Form with which proposer-division request approval for disuse.
- (2) 「Disuse Notice」 Form which is used in notifying the model to be disused.

4. Disuse Procedure

4.1 「Request for Disuse」

Disuse shall be progressed on base of request for disuse.

4.2 Completion of 「Request for Disuse」

「Request for disuse」 shall be completed by development division, sale division (domestic, export, part), product planning division, other management divisions (Divisions which request numbering for group unit) and others.

- (i) At stage of advanced drawing, it can be described in revision outline of design option form.

It is unnecessary for models advanced/regular switching, since it is disused automatically after regular drawing.

- (2) Engineering management room completes that the regular stage.

4.3 Completion Time of 「Request for Disuse」

Request for disuse shall be 2 times a year (at the ends of April & December) as a rule.

4.4 「Recording of Request for disuse」

Following items shall be recorded.

- | | | |
|--------------|------------------|--------------------------|
| • Model Code | • Project number | • Desired day for disuse |
| • Disuse | • Request number | • Proposed date |

4.5 Approval on 「Request for Disuse」

Approval should be obtained from New Product Planning Subcommittee.

4.6 Disuse Dealing

Engineering management room practices disuse dealing on base of directions in 「Request for Disuse」 after affirming the reasons for approval.

Disuse dealing time should be put on the day after the latest among the desired days as indicated by each division.