



Loft Drawing keeping rule

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Additional Rule



1. Purpose

This rule is to improve the management of keeping, closure, keeping duration, renting, etc of loft drawing

2. The Scope of Application

This rule is applied to loft drawings designed by design dept., loft drawings from technical collaboration company and product drawings kept in drawing room.

3. Definition

Loft Drawing : The meaning of loft drawing on this chapter is 1 : 1 drawing developed by film.

4. Management Dept. of The Rule

The window dept. of this field is R&D center.

5. The Procedure of Scrapping and Opening

The opening and scrapping of this rule will be done by the manager of R&D center.

6. Keeping Management of Loft Drawing

6.1. Loft Drawing Keeping Dept.

Lift drawing keeping is done by R&D center

6.2. Ranting, Keeping of Loft Drawing

(1) The keeping of loft drawing is recorded on loft drawing card.

(2) Regarding the renting of loft drawing, Renter shall record renting date, organization, renter name, returning date, etc

(3) Rented loft drawing shall be returned after working quickly.

6.3. Loft Drawing List Delivery.

When the loft drawing is delivered, the list shall be transferred to design dept, production engineering dept. and procurement dept. and in case, design dept. change the loft drawing list, the list shall be transferred to above mentioned dept. and those dept. request to rent, rent it.