

specified time limit, changes in red ink over the estimated time establishes an accurate and reliable guide in the estimation of future work of like character, and (11) it enables the management to determine who are the best estimators,

sistent with clearness, the manner in which the work is carried on, until the pattern is made, checked, approved, ready for the foundry department No. 7, etc., and finally returned to pattern vault for storage.

DRAWING NO.	NAME OF ARTICLE.	PATTERN NO.
JOB NO.	SIZE AND SYMBOL OF MACHINE.	MATERIAL OF PATTERN.
APPROVED BY SUPERINT.	TYPE OF MACHINE.	NOS. OF PIECES IN PATT.
REMARKS:		NOS. OF CORE BOXES,
		IN BUILDING No.
		ON FLAT NO. IN RACK NO.
		ON SHELF No.
		OVER

Printed Red of 100 lbs. stock, Amber color (Parchment Board.)

[illegible]

Color of printing to be the same as the other side of form wherever it may be used.

10

and to regulate equitably rewards and advancements as occasion arises.

Having explained the progressive course of the production lists, from the receipt of the original requisition from

Pattern Shop.

The order to make a new pattern, or change an old one, originates in the engineering department, No. 3—see form No. 15 and 99, also No. 15 and 100.

[illegible]

Change from No. 108 to No. 109 for duplicate copy. Change word Original to Duplicate for form No. 109. Printed blue 20 lbs. Pink Bond Paper. Padded on top only.

engineering department, to delivery of copies of production list to the respective works departments; and final returns of these to, and filing in, the cost office in department No. 4, we are now in a position to deal with the pattern department No. 8. It is purposed to indicate, as briefly as is con-

In numbering the patterns, the engineering department, No. 3, is guided by the following rules:

- (1) Each pattern must have a separate number.
- (2) Every alteration to a pattern which will affect duplication, or change the appearance to a large extent, will