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It is strictly forbidden to allow any work which is not legitimately the work of the line to be performed on the works, during working hours or otherwise, whether at the expense of the line or not, and any foreman or workman performing or attempting to perform such work, shall be instantly dismissed.

No petty stores or materials of any kind are to be taken from the store without a written order on the regular form. No files shall be given to any workman unless he produces the old file he wishes to have replaced—except in case of special work. The foremen must keep a strict account of all oil, files and small tools used by any of the workmen in order to check any waste that may possibly take place from carelessness.

When mechanics are leaving the service they must hand the key of their tool box or drawer to the foreman, who shall make an inventory of the tools, and should any be missing which have been served out to him from the stock, the amount covering the value of those missing shall be retained from his salary. The foreman of every shop must make a personal inspection once a month of all workmen's tools, and check the same according to register, and should any be found out or missing, and a satisfactory explanation not forthcoming, the workman will be dealt with accordingly.

The foreman of each shop must have a box neatly fitted up and placed in a convenient part of the shop, with an opening on top of the cover sufficiently large to admit of all brass turnings, borings, etc. All scrap brass must be collected daily and placed in a box expressly for that purpose, the key of which must be kept in the petty store, with a proper label.

Foremen must see that proper trays for machines are kept for the collection of brass turnings and borings. The scrap, cast and wrought iron and steel, must be deposited daily in the bins designated for that purpose. The foreman shall be obliged to see that no serviceable material is thrown with the scrap. He must make it a rule to see all scraps personally before