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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 14002-2008

Replacing GB/T 14002-1992

Terminology of work and personnel quota

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Foreword

This standard replacement GB/T 14002-1992 "Labor Quota term." The main changes compared with the standard "labor quota term" GB/T 14002-1992 as follows:

- Standard name from the "fixed term labor" was renamed "Work Quota term" expanded the coverage of the term;
- New Method of related terms 86;
- New jobs research related terms 67;
- New labor quota related terms 13;

--- Former labor quota standard terminology merged into one chapter, and made the necessary adjustments and compression. The standard proposed by the People's Republic of China Ministry of Labor and Social Security. This standard by the National Standardization Technical Committee on Labor and personnel quotas. This standard was drafted. Capital University of Economics and Business, Beijing Institute of Machinery Industry, China Railway Engineering Corporation. The main drafters of this standard. An Hongzhang, Sun Yimin, Pangde Jing. This standard was first published in 1992 and 2008, the first revision.

Standardization Work Quota term is to implement standardization of the art foundation. Work Quota follow a consistent terminology work Principles and methods, be able to. Carried out

- a) practical and effective way of organizing labor Quota standardization;
- b) to ensure the effective use of terms and related fields between the labor Quota scientific fields of expertise, consistency, systematic and logic On the integrity of the series;
- c) facilitate the coordination of the coordination system between art concept and terminology between different languages;
- d) contribute to the development and innovation in this field of scientific research and teaching activities. Work Quota term

1 Scope

GB/T 14002-2008 is the Chinese national standard on terminology of work and personnel quota, in the field of services and company organization. The /T suffix marks it as a recommended standard: it is not compulsory by itself, but it becomes binding as soon as a contract, a tender or a customer specification calls it up - which in practice is how most foreign buyers meet it. It was issued on 23 April 2008 by the General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China; Standardization Administration of China, and has been in force since 1 July 2008.

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This standard specifies the basic terminology of human resources management Labor Quota Standardization. Methods This standard applies to human resource management, work study, work and personnel quotas standards development and implementation, as well as Related professional teaching and research work. Method 2

2.1 Follow the scientific methods and procedures, the current working methods of systematic observation, recording, analysis, improvement wherein unnecessary and

unreasonable Part, to seek more simple, effective principles and techniques of safe methods of work and the economy.

2.2 Method of program

2.2.1 Explore the various issues related to the production process, operating procedures and methods exist, after screening, prioritizing, will affect the productivity, quality, The key issue cost, schedule and safety aspects of production as a method of research.

2.2.2 The method by professional team members, to determine the object of study, to gather information, make plans, professional training, completion method Early research activities.

2.2.3 Operational activities in the field of direct observation, measurement, and using a special symbol table, the current operating procedures and methods described true The above and recorded.

2.2.4 According to the site survey results, the current operational activities of purpose, time, location, personnel, procedures and methods, systematic, comprehensive, detailed, Rigorous research, inspection and analysis.

2.2.5 Strict test basis, open your mind, brainstorming, put forward specific measures to improve operations, through analysis and comparison, to seek economic rationality, Practical solution.

2.2.6 For new programs developed after a comprehensive evaluation, to develop standard operating procedures and methods.

2.2.7 Implementing the new standard operating procedures and methods of execution.