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

YC/T 11.8-1993

Replacing YC/T 11.8-1993; YC/T 11.11-1996

**Tobacco machinery. Drawing and design document of product.
Part 8: Management principles
(English Translation)**

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Foreword

YC/T 11 "Tobacco Machinery Product Drawings and Design Documents" is divided into the following eight parts.

- Part 1. General;
- Part 2. Basic requirements;
- Part 3. Format;
- Part 4. Coding principles;
- Part 5. Integrity;
- Part 6. Change method;
- Part 7. Standardization review;
- Part 8. Management rules.

This part is the eighth part of YC/T 11.

This section has revised and adjusted YC/T 11.8-1993 "Tobacco Machinery Product Drawings and Design Document Management Rules".

YC/T 11.11-1996 "Tobacco Machinery Product Drawings and Design Documents Computer Aided Design Management Rules" this section. From the date of this section, YC/T 11.11-1996 "Tobacco Machinery Product Drawings and Design Documents Computer Aided Design the Management Regulations are abolished.

Compared with YC/T 11.8-1993, the main changes in this section are as follows.

- Specification and unification of some terms and definitions. For example, "base map and draft" are collectively referred to as "base map"; "copy map" is replaced by "copy map";
- "Copy drawings and copies" are collectively referred to as "copy maps".

--- Adjusted the contents of some chapters. Add Chapter 3, "Definitions"; original Chapter 5, "Copying and Copying and Distribution of Copies", Section 6 Chapter "Management and Use of Copying and Copying" is merged into Chapter 6, "Distribution and Management of Replicated Drawings"; the original Chapter 7 "Abandoned Drawings and Wastes" the processing of the manuscript was changed to Chapter 8 "Processing Procedures for Obsolete Patterns"; Chapter 7 "Archiving and Managing CAD Files" was added, I went to the original Chapter 8, "Storage and Use of Microforms."

--- Added some content. Added the content of CAD electronic document archiving process in "Basic Requirements"; added archive copy Management requirements for scrolling and archiving of drawings; increased requirements for archiving and management of CAD electronic documents. Add Appendix A (normative) Record) Product Drawing and Design Document Filing Process, Appendix B (Informative Appendix) CAD Electronic Document Filing Flowchart, Appendix C (informative) The format of the CAD electronic file archive into the warehouse order.

Appendix A of this part is a normative appendix, and Appendix B and Appendix C are informative appendices.

This part is proposed by the National Tobacco Monopoly Bureau.

This part is under the jurisdiction of the National Tobacco Standardization Technical Committee (TC144).

This section drafted by. Shanghai Tobacco Machinery Co., Ltd., China Tobacco Machinery Technology Center Co., Ltd.

1 Scope

This part of YC/T 11 specifies the drawings and design documents of tobacco machinery products, including CAD drawings and design documents (hereinafter referred to as drawings).

Filing, keeping, copying, distributing and managing files and CAD files.

This section applies to tobacco machinery product drawings and documents, including the management of CAD files.

2 Normative references

The terms in the following documents become the provisions of this part by reference to this part of YC/T 11. For dated references, all subsequent amendments (not including errata content) or revisions do not apply to this section, however, an agreement is encouraged under this section.

The parties are studying whether the latest version of these documents can be used. For

undated references, the latest edition applies to this section.

GB/T 10609.3-1989 Folding method of technical drawing copy diagram GB/T 11822-1989 General requirements for the composition of scientific and technical archives GB/T 17825.10 CAD file management storage and maintenance YC/T 11.6 Tobacco machinery product drawings and design documents - Part 6

3 Terms and definitions

The following terms and definitions apply to this part of YC/T 11.

Electronic files generated by the CAD system can be recognized, processed, and stored in tape, disk or CD format in a certain format.

A series of digital codes on a medium that can be transmitted over a network. Hereinafter referred to as CAD files.

Archived electronic files with saved value and corresponding supporting software products and software and hardware instructions.

4 Basic requirements

4.1

According to the "Tobacco Monopoly Law of the People's Republic of China", tobacco machinery products are tobacco monopoly products. All tobacco machinery product map the management of samples and design documents, in addition to the provisions of this part, shall be carried out in accordance with the relevant provisions of the tobacco industry and the corresponding management standards or systems of enterprises.

management.

4.2

Drawings and documents should be managed by a full-time agency or staff. According to actual needs, companies can develop corresponding drawings and document management standards.

Or system.

4.3

The management of drawings and documents of confidentiality shall be governed by the relevant national secrecy laws or corporate confidentiality standards or systems.

4.4

The base map of a product designed and produced by an enterprise is warehousing (archiving) and managed by the unit. Designed and produced by several companies the base map of the products produced (including imported technology and domestically

produced products that are digested and absorbed) shall be undertaken by the responsible unit designated by the tobacco industry competent department.

Library (archive) and management, the base map of which is replicated (archived) and managed by each production enterprise.

4.5

See Appendix A for the archiving management process of drawings and documents, and Appendix B for the CAD electronic document archiving process.

4.6

The archived basemap for acceptance shall be complete and the archived copy shall be filed, archived, and kept complete, accurate and secure.