

FILING INVOICES.

138. Each foreman must file all invoices for goods received by him, in order that he may be able to certify to the correctness of claims referred to him for check.

BRANDING BULK TIMBER AND TOOLS.

139. Every tool the property of the Department must bear the departmental brand, and each workman must see that the brand is made and maintained on each tool. Such tools must not be used until they are properly branded. On leaving the Department each workman must account for all departmental tools entrusted to his care. A system of branding timber shall be adopted to suit the conditions of the Department.

RESPONSIBILITY FOR TOOLS.

140. The officer in charge of each workshop or gang will be held responsible for the safety, accuracy, branding, and condition of all portable and special tools, and must report any case of injury to such tools by any workman, provided such injury is not due to fair wear-and-tear.

CARE OF TOOLS AND MACHINERY.

141. All machinery and tools must at regular intervals be cleaned and kept in proper working-order. Workmen shall be afforded the necessary time in which to perform this duty, and the work should, as far as possible, be evenly distributed among all workmen.

DAMAGE TO PROPERTY.

142. A workman must not damage, destroy, or otherwise make away with any tool or other article, or deface, mutilate, or destroy any drawing, pattern, notice, or other article, the property of the Department.

143. A workman in the course of his work breaking or otherwise damaging tools or machinery or other property of the Department must at once report the matter to the foreman or head of the branch.

RECORD OF TOOLS AND EQUIPMENT.

144. A record in prescribed form shall be kept by each foreman of all tools and equipment under his charge.

PERMIT TO TRANSFER TOOLS AND MATERIAL.

145. Any workman having occasion to take tools or material from the shops to any place where he may be temporarily employed must obtain a permit from the foreman. Such tools and any surplus materials must be returned to the workshop.

PERMISSION REQUIRED TO LEND OR BORROW TOOLS.

146. Tools, appliances, or material of any description belonging to the Department must not be loaned or borrowed without permission of the Permanent Head.

WORK IN WORKMAN'S OWN TIME.

147. A workman is, except with the permission of the Permanent Head, forbidden to bring into the workshop material or goods of any description, other than tools required for his work, which are not provided by the Department.

DEPARTMENTAL PROPERTY NOT TO BE TAKEN FROM WORKSHOPS.

PRIVATE WORK.

148. A workman is forbidden to take any departmental property from the workshop (other than for departmental purposes), and must not convert to his own use any material or article the property of the Department, however small its value may be, and under no circumstances shall a workman make for private purposes tools, patterns, models, or articles of any description upon the premises.

SHOPS TO BE KEPT CLEAN.

149. *The shops and premises adjacent thereto must be kept in a cleanly condition.*