1. Title	Formulate effective storage and updating system for drawings
2. Code	EMCUDE405A
3. Range	Formulate effective storage and updating systems for drawings to support electrical and mechanical services for electrical and mechanical organization.
4. Level	4
5. Credits	3
6. Competency	Performance Requirements

6. Competency	
	Performance Requirements
	6.1 Storage system for electrical and mechanical engineering documents ♦ Understand the entire storage system for electrical and mechanical engineering documents, including the correlational series and classification of typical drawings , and document storage system

	6.2 Processing of electrical and mechanical engineering documents ♦ Arrange drawings and classification of information
	    • With engineering senses, classify the correlational series of typical drawings and information effectively for easy management
	  ♦ Formulate system for the issuance of drawings and information, including:
	    • Record of drawings and information issued
	    • Marking of versions and dates issued
	  ♦ Formulate retrieval mechanism for old drawings and information
	    • Trace the locations of old drawings and information according to the issuance record, and be able to issue the most updated versions of drawings and information
	    • Establish effective communication channels with users of the drawings and information
	  ♦ Make use of information technology to enhance the efficiency of the storage and updating system for drawings and information
	    • Use information technology and techniques to formulate systems to enhance the efficiency of storing, issuing, tracing and updating drawings and information

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to formulate an effective storage and updating system for drawings and information to effectively support the electrical and mechanical services.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic knowledge of electrical and mechanical drawing plans.