

# IT Installation/ Repair Request Form

Date of Request

2021-05-11

2021. 5. 12  
SIGNATURE

Local Supervisor/Manager

SIGNATURE

Japanese Department Manager

Name:

celebration PC  
~~WHITED PC~~

I.D No.

NONE

PC Name/No:

TFXC0517

Div/Dep't:

QA / CALIBRATION

Type of Installation

☒ (Entry)  
(For Install) ☒ (Exit)  
(For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon

☐ E-Mail

☐ Active Directory

☐ Siam System

☐ Data Surfing

☐ Change of PC User

previous user/I.D No.:

current user/I.D No.:

☒ File Server Drive

(specify)

For Deletion: CAIOS Server / ASIOS PUM,  
CAIOS CAIOS CAIOS CAIOS CAIOS  
FILES, INCOMING, JAPAN, PLM, TMS (purpose)  
CAIOS TRAI, QAE

Not authorized to access the mention  
Folder only QA system have the full control  
of all folders in CAIOS Server.

☐ Transfer of PC

from dep't

to dep't

☐ Software

(specify)

(purpose)

☐ Others

(specify)

☐ Firewall Policy

(Select Policy Level Number) ( ) Select from 1, 2, 3, 4

Reason for Application

Policy Validity Period

Date From (yyyy/mm/dd)

Date To (yyyy/mm/dd)

Note: Do not fill-up Validity Period if Permanent

Requests Performed by:

Reg D-  
IT MEMBER

2021-07-01 4:19 PM  
Date and Time of Execution

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	