

IT Installation/ Repair Request Form

Record Control NO. :

2023-07-29

Date of Request

2023-07-29
IRENE PASAPORTE
NAME & SIGNATURE
Prepared By: -

2023-07-29
N. GUODONC
RONALD CHAVEZ
NAME & SIGNATURE
Local Supervisor/Manager

2023-07-29
DAISUKE NAKAYAMA
NAME & SIGNATURE
Japanese Department Manager

Name of User: IRENE PASAPORTE

I.D No.: 012157

PC Name/No: TFXC 1009

Div/Dept: KIR- NYLON COATING

Position: ASSOCIATE STAFF

| | | | |
|-----------------------------------|--|--|--|
| Select the purpose of Application | <input type="checkbox"/> For New PC Issuance Request | <input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TCF-G084 form</small> | <input type="checkbox"/> System Registration and Job Request |
|-----------------------------------|--|--|--|

(Systems Registration and Job Requests)

☐ Cybozu/Garoon☐ Wireless Network☐ E-Mail☐ LAN Cable Assembly/Installation☐ Domain ID☐ MS Teams Account☐ PC Reset/Reformat☐ Documentum/Astrux System☐ SAP☐ Toss System☐ Change of PC User

previous user/I.D No.: _____ current user/I.D No.: _____

☒ File Server Drive(specify) ① QA/QC - DDC only -
② QMS COMMON

(purpose) - KIR Nylon Coating documentation support

☐ Transfer of PC(specify) ③ Competence record -
④ Zumbach -
⑤ QMS server(purpose) - QMS support / EMS support
- Data gathering & analysis
- Reporting purposes☐ Software

(specify) ⑥ EMS common

(purpose) _____

☐ Others (specify) _____☐ Firewall Policy

(Select Policy Level Number)

☐☐☐☐☐

Select from:

1

2

2A

3

3A

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:

KNAVEN JADE PARAN
IT MEMBER2023-07-29
Date and Time of Execution

Related Document: TCT-007 & TCF-G084

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|------------------|------------|--------------------------------|---|----------------------------|--|----------------------------------|------------------|
| Document No. | TCF-G022 | Ver. | 5 | TOYOFLEX CEBU CORPORATION | | | Retention Period |
| Effectivity Date | 2023-07-24 | Prepared by: RUSHKY ESTRERA | | Checked by: REY DAGATAN | | Approved by: AMADITO ORTIZANO | 2 YEARS |