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| STANDARD OPERATING PROCEDURE OF FILLING THE DAILY LOG  填写每日日志的标准操作规范 | File No.  文件号码 | BV-OP-P&P-001-01 |
| Effective Date  生效日期 | 2018 June 10, 2018  2018年6月10日 |
| REVISION DATE  修订日期 |  |  |
| APPROVED BY  经批准 |  |  |

1. **目的Purpose**

Write a clear daily log problem inside the Monthly log file.

在每月日志文件中写清楚的每天工作中出现的问题。

1. **频率Frequency**

The file is monthly, write inside when necessary, submit to managers (Stefano, Alessio) once a week.

文件是每月都要填写的，把一些必要的事项填写进去，每周要提交给经理(Stefano和 Alessio)。

1. **程序/步骤Procedures**
2. Daily, at the end of day, take notes of problems occurred inFront of the House (Service) or Back of the House (Kitchen).

每天下班前，记录下楼面部和厨房部发生的问题。

1. Use only one file, where both the ASM and SM can write daily or when necessary.

仅使用一个文件，在需要时店长和副店长每天可以进行记录。

1. The file must be sent every Monday morning.

文件必须每星期一上午发出。

1. **标准图样Standard Samples**

See the file “Monthly daily problem log\_FV\_Shanghai”, inside the sheet named “Sample how to fill up”.

请参阅“佛罗伦萨小镇上海小镇每月工作日志”文件，里面的“填写样本”。

1. **注意事项 Notes**

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