	<p>ACP-DMT SDN BHD (160948-X)</p> <p>FACTORY OPERATION MANUAL</p>	DOC #: FOM 1	ISSUE: 03
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Factory Operation Manual (FOM) 1

1. PREFACE AND INTRODUCTION TO FACTORY OPERATION MANUAL

The Factory Operation Manual (FOM) is prepared for use in the factory and must not be removed from the premise of ACP-DMT without the approval of Head of ACP-DMT. With the introduction of the FOM, the followings are to be achieved: -

1. Standardization of practice in the factory.
2. Standardization of records and reporting format in the factory.

OBJECTIVES

The FOM is a source of reference for the purpose of controlling and monitoring of the manufacturing / operation processes.

CONTENT

FOM comprises of three (3) categories namely: -

3. Procedures
4. Appendices
5. Flow Charts


The following will be shown on each page: -

1. Title
2. Document No.
3. Issue no.
4. Revision no.
5. Revision date
6. Page Number

The title of the procedures is referred to the documents reference number of this manual and as shown on the document master list.

The revision number shall be incremental by one (1) each time a revision is made to the particular title/section and shall be applied to all pages covering that title/section only.

The issuance number shall be incremental by one (1) when the manual has been subjected to significant number of changes or has gone through major modification to meet company's new requirement. The decision to proceed with this new issue will be made by the Head of ACP-DMT.

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1.1. DISTRIBUTION OF 'CONTROLLED MANUAL'

Head of ACP-DMT shall be responsible for the controlled distribution of this manual.

Each manual will have a unique number allocated to it.

The Technical and Manufacturing Dept (HQ) shall maintain an acknowledgement record of the distribution of all copies of the manual.

Controlled copies of this manual distributed within ACP-DMT shall be accompanied by one (1) copy of 'Transmittal Memo' with appropriate filing code. The recipient must return a signed copy of the acknowledgement record to acknowledge receipt. A master list shall be kept with the Head of ACP-DMT for all the controlled distribution documents.

1.2. PERIODIC REVIEW

Head of ACP-DMT shall review the Factory Operation Manual (FOM) once a year together with the Head of Department (HOD) to reaffirm its adequacy and conformance to the current requirement of ACP-DMT.

1.3. CHANGES

Any person desiring a change to this manual must request for the change in *Document Change Request* (DCR) format as per **Appendix 2.1** from Factory Head vide Head of ACP-DMT for suitable insertion. All the amendment shall be recorded in the amendments log to be distributed as per Item 1.1.

Modifications to any part of this manual must be issued on a revised page bearing an incremental revision number and revision date. A formal memo for these changes on the document shall be notified to the list of Manual Holders.

The respective Manual Holders shall personally insert the changes into each internal controlled manual and also to remove the obsolete pages.

1.4. ACKNOWLEDGEMENT OF CHANGES

Holders of the manual shall receive two (2) copies of a 'Transmittal Letter' together with the revised pages. The recipient must replace the revised pages, destroy the obsolete pages and return one signed copy of the transmittal letter to acknowledge receipt of the new pages.