

FUJIKURA FIBER OPTICS VIETNAM

GUEST WELCOMING PROCESS

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Version: 01

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Effective date: 08/09/2012

1. Purpose

- This work instruction provides guideline for welcoming guests

2. Application

- This work instruction is applied to PIC who will be in charge of welcoming guests

3. Reference document

4. Content

Visitors	Security	ADM	Description
Come to FOV			
	Collect information of the guests		Guest information: Name, company, PIC
		Prepare welcome board + slippers and inform to cleaner	
		Inform PIC	
		Check meeting room(MTR)	
		Request cleaner to prepare	
		Welcome guest and guide them to the MTR	
Finish the meeting			
Take a factory tour			
		Collect Workshop Access Permit	Workshop Access Permit form must have the approval from Ogawa san, time to return cap and visitor card. In case of his absence, any JP BOM's approval is accepted.
		Tidy MTR up	

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