FUJIKURA FIBER OPTICS VIETNAM LTD.

WORK INSTRUCTION FOR CONTROL ACIST DOCUMENT			
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1. Purpose

This work instruction provides guidelines how released documents will be obtained from ACIST Medical Systems through online file sharing system Box.com and integrated into Engineering Information Control System (EIC) of Fujikura Fiber Optics Vietnam (FOV).

2. Application

This work instruction is applied to all released documents from ACIST.

3. Reference document

0-PR-001 Control of document.

000-5-WI-0024 Work instruction for translating ACIST document

4. Term definition

Distribution Index – A current listing of documents for a distribution site, consisting of document number, title, revision and CO number.

Distribution Report – This report consists of a listing, by distribution site of revised or new documents that are being released on a given change order.
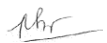
Distribution Master Report – A report listing all affected distribution sites that receive revised or new documents on a given change order.

5. Content

5.1 Responsibilities

5.1.1. ACIST Documentation Department is responsible to distribute controlled copies of approved documents to FOV

5.1.2. FOV ISO Group is responsible to uniquely distinguish these documents as controlled copies and discard/segregate superseded/obsolete revisions at their site.

5.1.3 Contact personnel for ACIST Documentation Department and FOV ISO Group are listed in Appendix 2.

ACIST Approved by: Eugene Karels	*FOV Approved by*: Nguyễn Hữu Phượng Vân
Date: 10-Jul-13	*Date*: 10-Jul-13
FOV Checked by: Nguyen Bao Tram	*Prepared by*: Project team
Date: 8-Jul-13	*Date*: 5-Jul-13

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5.2. Distributing Documents from ACIST

5.2.1. ACIST sends the followings listed on the CO Master Distribution Report to FOV through box.com

1. Released Documents, new or revised

2. Updated Distribution Index

3. Distribution Report

4. Change Order Form (signed)

5.2.2. ACIST removes documents after one week (from upload) has elapsed

5.3. Integrate into FOV's document control system

Refer Appendix 1 "Instruction for integrating ACIST documents to FOV's document control system" for detailed instruction for this step.

5.3.1. Download released documents and associated documents (items 1 through 4 of 5.2.1) from box.com.

5.3.2. Verify downloaded released documents (item 1 of 5.2.1) match updated distribution index, distribution report, and change order form (items 2, 3 and 4 of 5.2.1). If there is any mismatch or discrepancy, report to ACIST.

5.3.3. Distribute the downloaded documents to relevant section or distribute by EIC.
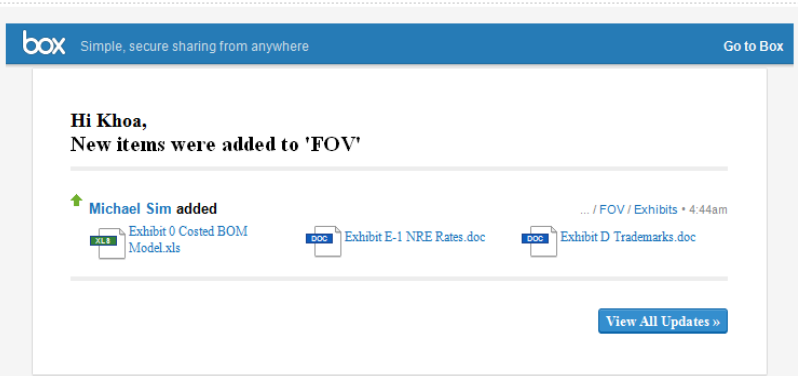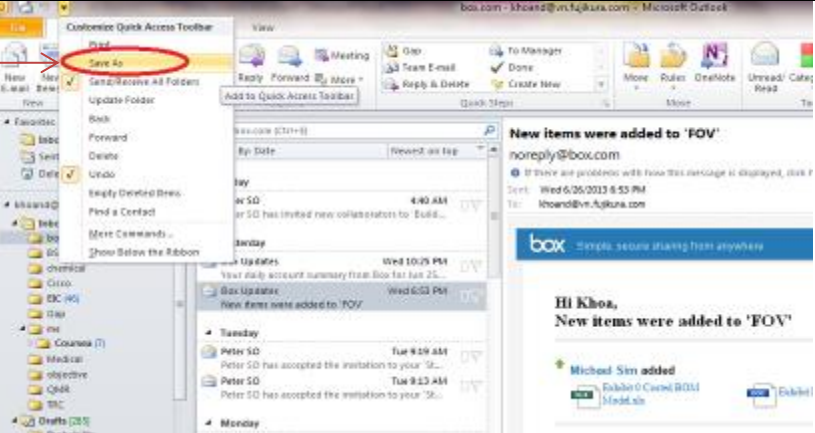
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Appendix 1   Instruction for integrating ACIST documents to FOV's document control system

Step	Picture
1. Receive an email or notice of document distributed from the distribution site (box.com)	
2. Save email or notice to ACIST notice folder on server \\10.16.248.3\FileServer\ISO\19.Medical product\ACISTNotice	

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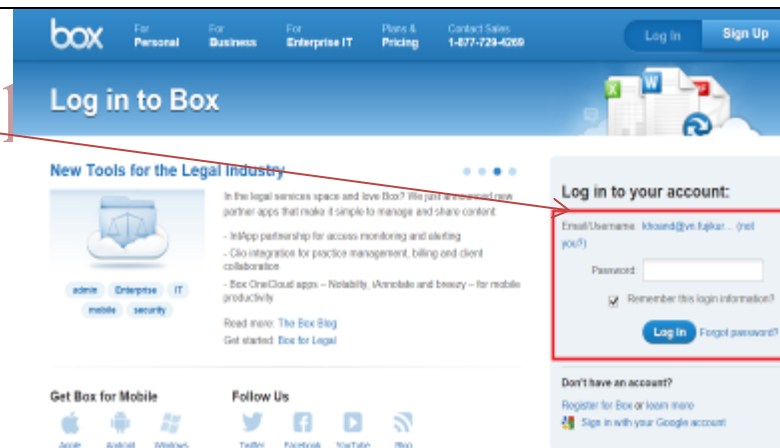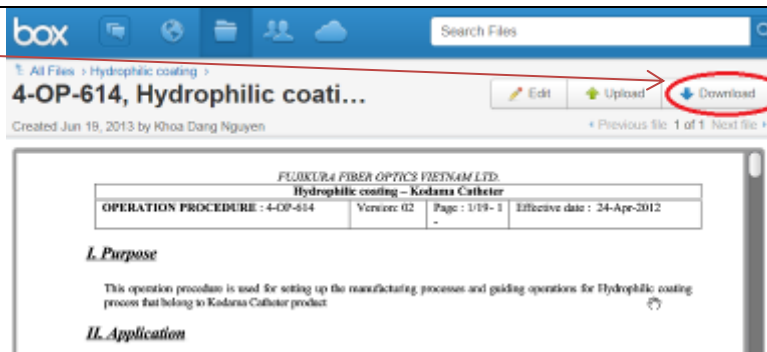|	
3. Click individual link of each document provided in email or notice	
4. Log in to account to view and download documents * If already logged in, this step may not present and go to next step) ** Account must be created using email address provided by FOV.	
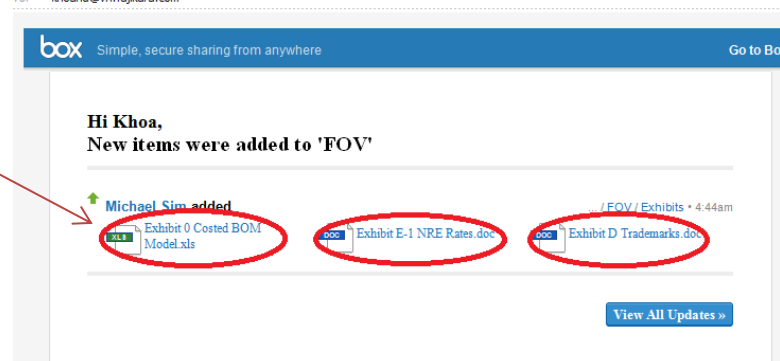
5. Click button "Download" to download document.	
7. Save the downloaded document to folder on FOV's server as link bellow \\10.16.248.3\FileServer\ISO\19.Medical product\Box.com	
8. Verify downloaded documents match updated distribution index, distribution report, and change order form. If there is any mismatch or discrepancy, report to ACIST.	
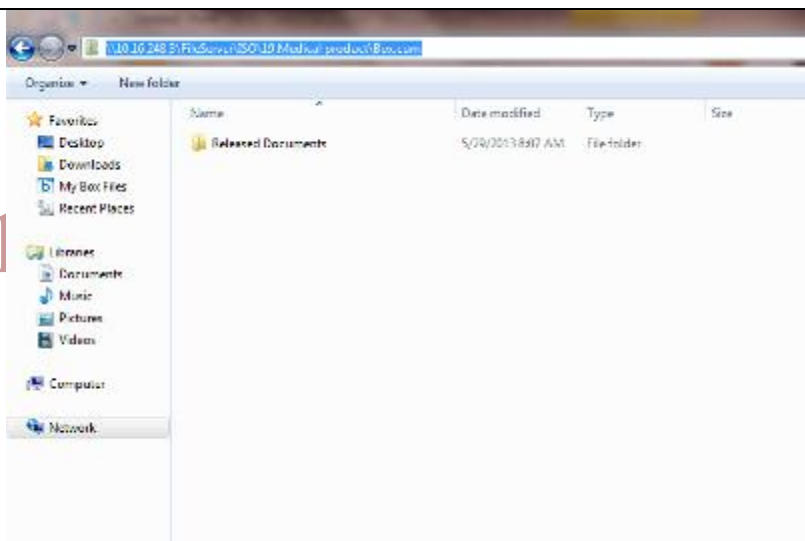
9. Distribute the downloaded documents to relevant section or distribute by EIC in case of this document satisfies requirements

Follow 0-PR-001 Control of document and 000-5-WI-0024 for this step.

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Appendix 2

List of contact personnels for document distribution by ACIST

1. ACIST Documentation Department contact names:

    Tim Hollenberger, Snr. Document Control Specialist,

    Timm.Hollenberger@acistmedical.com

    Andy Reynolds, Documentation Control Technician, Andrew.Reynolds@acistmedical.com

    Lynn Vilendrer, Documentation Specialist, Lynn.Vilendrer@acistmedical.com

    Apryl Mellgren, Documentation Specialist, Apryl.Mellgren@acistmedical.com

2. FOV ISO Group contact names:

    Nguyen Dang Khoa, QA Engineer, khoand@vn.fujikura.com

    Nguyen Bao Tram, QA Section Manager, tramnb@vn.fujikura.com

    Nguyen Huu Phuong Van, QME/EMR, vannhp@vn.fujikura.com

Uncontrol copy if printout

REVISION HISTORY							
			DESCRIPTION			
DATE	PERSON	VERSION	OLD CONTENT	NEW CONTENT	Reason of change	CHANGE REQUESTER
5-Jul-13	Project team	1		New establish		QMR