FUJIKURA FIBER OPTICS VIETNAM LTD. FACTORY TOUR PROCESS

WORK INSTRUCTION: 000-1-WI-052 Version: 1 Page: 1/1 Effective date: 24 Oct, 2012

1. Purpose

This work instruction is to provide guidelines to organize the factory tour at FOV

2. Application

This work instruction is applied to all processes within FOV.

3. Reference document

4. Term definition

5. Content

STEP	ВОМ	ADM	SECTION CONCERNED	UNIVERSITY	DESCRIPTION
1				Apply for Factory tour	To receive application for Factory tour
2		Check the factory tour			ADM checks information: - University/department - Number of student - Time and purpose of factory tour
3	GD approval	ONTRO	Confirm (if any)	IF PR	Submit to BOM and cc for manager section concerned - To get apporval from BOM - Manager section concerned confirms (if any)
4		Make the factory tour schedule			ADM will instruct our rules and safety under factory tour TRC will present overall Company & Products PRD will introduce about the product in the production line
5			Factory tour		ADM sends the schedule to section concerned and student

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