

Service Heading: enquiry of the stand makers and participants

Manager's Name designing and stand decoration

Addressee type: conductors, stand makers and participants

The form of designing of service processes for respecting the clients in reference to the paragraph A of the third article of administration system of health & safety promotion and in opposition to corruption

Steps	Activity Description	The required timing for the doing activities	The name of the unit and the relating in charge person	The residency location and the contact Telephone Number	The required records
1	The continual receiving of the records of prefabricating stands makers from conductor	3 days prior to the hall-delivery	controllers of stand decoration	21912886	Through the form of 102 + executive designs
2	the received records enquiry and control	2 days prior to the hall-delivery	controllers of stand decoration	21912886	Enquiry of the designs and records
3	Designs turning over for removing the deficient records to conductor	2 days prior to the hall-delivery	controllers of stand decoration	21912886	Delivery to conductor
4	Renewed Receiving of the improved records from conductor	one day prior to the hall-delivery	Controllers of stand decoration	21912886	Completion of the relative forms and records
5	Confirmation of designs and the records of stand-making	one day prior to the hall-delivery	controllers of stand decoration	21912886	The final confirmation to conductor