

Service heading enquiry of the records and ranking the contractors' affairs of the display stand making of the Management Name: Management of stand making and decoration

Addressee type: conductors and participators

The form of designing the processes for respecting the customer in accordance with the paragraph A of the third law for promoting the safe administrative system and in opposition to corruption

processes	Activity description	Required timing for performing the activity	The name of unit and the person in charge	Location residency and telephone number	Required records
1	Submitting of the records from stand makers to the stand makers association	Twice a year	Management of designing and stand decoration	21912886	Company records + insurance + technical experts+ workshop records + office records + guarantee
2	Association enquiry and grade delivery	Twice a year	~	~	Upon receiving the relating records
3	Sending the stand makers records from association	Twice a year	~	~	Through letter to management of designing
4	Enquiry of the received records from stand makers association	Twice a year	~	~	In accordance with the existing records
5	Dedication final grade to stand makers	Twice a year	~	~	In accordance with the existing records
6	Final grade confirmation to stand makers	Twice a year	~	~	In accordance with the existing records
7	Issuing final grade	Twice a year	~	~	Regulated in the final forms
8	Signing the final grade by the relative persons in charge	Twice a year	~	~	Regulated in the final forms
9	Grade delivery to montage stand makers	Twice a year	~	~	Regulated in the final forms
10	Controlling, surveillance, and evaluating	Through the year	~	~	Based on the activities performed