



CHECKLIST OF REQUIREMENTS FOR APPROVING NEW TRADE

Company Name: _____

Contact Person: _____

Address: _____

Position: _____

Phone/Fax No.: _____

The following is a checklist of requirements for approving new trade. Kindly check the appropriate column that corresponds to the availability of documents.

REQUIREMENTS	YES	NO	REMARKS
1. Trade Requested			
2. Work Process with Number of Training Hours			
3. Flowchart and Diagram			
4. List of Equipment			
5. Brief Historical Background of the Company			

Reviewed by:
