



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
THAI BINH MEDICAL COLLEGE

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FACTORY MANAGEMENT PROCESS
(Practice Room)

Encryption : QT 02/TCHC
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I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose

The process for managing and maximizing the use of classrooms, practical training rooms, laboratories, and specialized/workshop facilities stipulates the management activities after the classrooms/practical training rooms are put into use, with the aim of efficient utilization, avoiding waste and damage or loss of school assets, serving the training work, especially practical training in the school and contributing to the development of vocational skills for learners.

2. Scope of application:

Regulations apply to user units. Classrooms/practical rooms serving the training and scientific activities of Thai Binh Medical College.

II. DEFINITIONS AND ABBREVIATIONS

2.1. Definition: There is no definition.

2.2. Abbreviations

- Decision : Decision

- Labor, War Invalids and Social Affairs : Labor, War Invalids and Social Affairs
Paris

- TCHC: Administrative organization

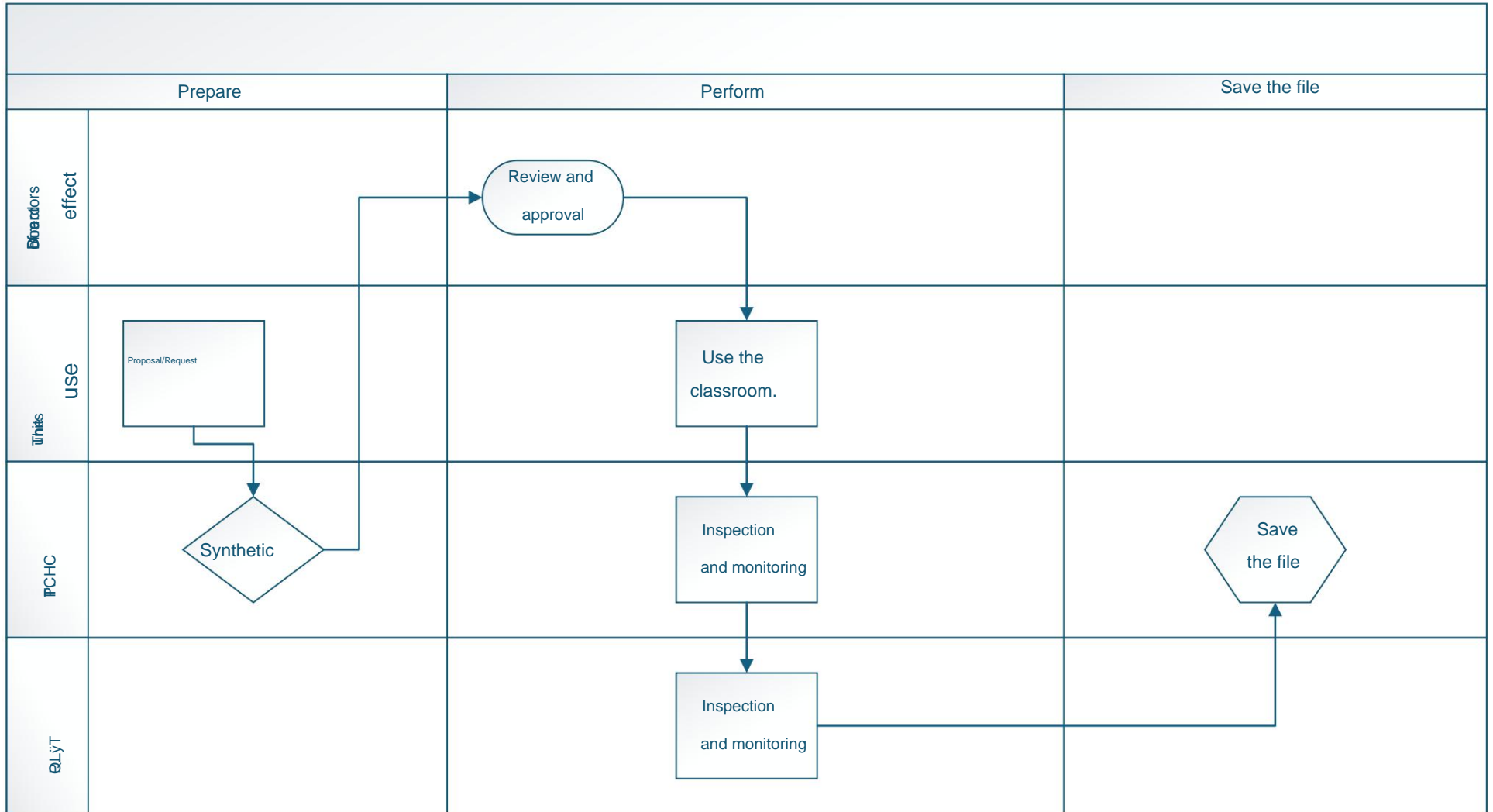
III. FLOWCHART (See page 3)

IV. SPECIFICATION (See pages 4-5)

V. ACCOMPANYING FORMS/INSTRUCTIONS

TT	File/Form Name	Code number
1	Proposal form	QT01/TCHC-BM01
2	Room/workshop allocation plan	QT01/TCHC-BM02
3	Receipt and delivery record	QT01/TCHC-BM03
4.	Inspection report/record	QT01/TCHC-BM04
5	Logbook of equipment, tools, and supplies used in practical exercises.	QT01/TCHC-BM05

FACTORY MANAGEMENT PROCESS FLOWCHART



SPECIFICATION OF THE FACTORY MANAGEMENT PROCESS

TT	Work door	Content	Departure nt/Unit responsible e	Coordina ting department ent/unit	Results achieved	Form
1	Determine the need for practical classroom m.	At the beginning of the school year, units, based on the training program and training plan, conduct a review to determine the need for classroom and practical training facilities . They then appointed a manager.	User units		and practical training room needs.	01
2	classroom and practical training room usage requirements	Compile the room/workshop usage requirements of the departments and report them to the Board of Directors.	TCHC Units		Room/workshop allocation III	02
3	Approved	The school administration decided to assign the of big management classrooms, practical training laboratories, specialized/ times, workshop and facilities to various units.	TCHC Units			
4	Utilize practical training rooms, specialized workshop s/workshops.	Units using practical training rooms/ workshops	User units		- Delivery and receipt record - Record the use of equipment , tools t , and materials for	03 05

TT	Work door	Content	Departure nt/Unit responsible	Coordinating department/unit	Results achieved	Form
					production exercises	
5	Inspection and monitoring	<p>Regularly check the usage status of the practical training teams;</p> <p>The user units are responsible for conducting regular and periodic inspections of their practical training classrooms.</p>	TCHC	Units paper	Inspection report/minutes	04
6	Report, File	<p>- At the end of the academic year, departments report on the management and use of schools and practical training rooms to the General Administration Department.</p> <p>- The units maintain records as required.</p>	TCHC		Complete records of classroom and practical training room collection	