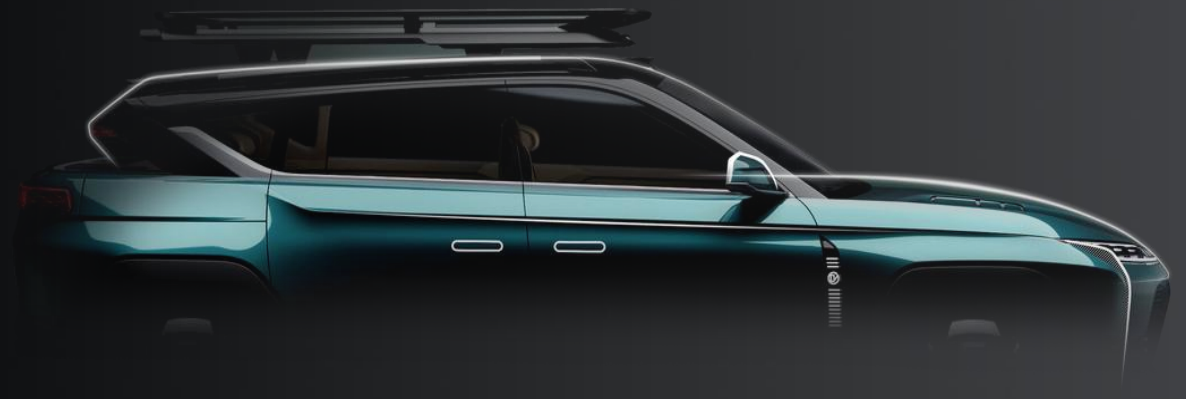




Industrialization Induction Training



# INDU Department: Introduction



IT



MAINTENANCE



PLC

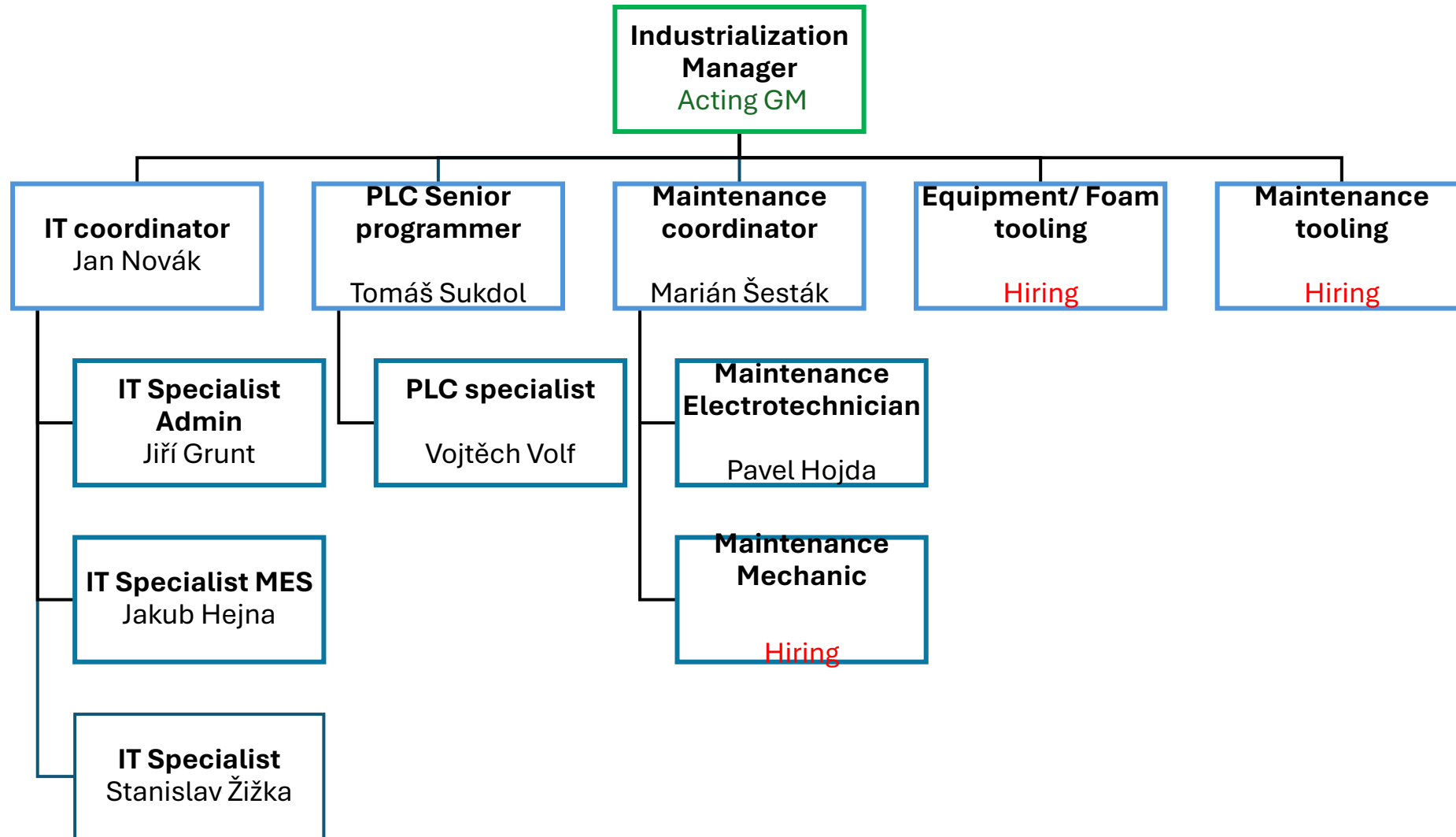


FACILITY



FOAM  
TOOLING

# INDU ORGANIZATION CHART



Direct report line

Indirect report line

Department manager

Direct reports N-1

Direct reports N-2



## 1. Infrastructure Management

Ensuring robust networks and systems for seamless operations across the organization.

## 2. IT Systems Administration

Maintaining and optimizing software and hardware for peak performance.

## 3. End Device Support

Providing technical assistance for all employee devices, enhancing productivity.

## 4. MOM System Maintenance

Supervising the Manufacturing Operations Management system for efficient plant operations.

## 1. Production Technology

Regular maintenance of manufacturing equipment to ensure uninterrupted production cycles.

## 2. Logistics Technology

Maintaining material handling systems for efficient product and resource movement.

## 3. Auxiliary Systems

Managing support technologies crucial for production processes and material handling.





## 1. PLC System Management

Overseeing Programmable Logic Controllers for precise automation control.

## 2. System Integration

Ensuring seamless communication between PLCs and the MES system.

## 3. Cross-System Compatibility

Facilitating data exchange with other industrial systems for comprehensive operations management.

## 1. Tool Management

We are organizing and tracking an extensive inventory of specialized foaming tools.

## 2. Maintenance Excellence

Performing regular upkeep to ensure optimal performance of foaming technology.

## 3. Customer Tool Support

Providing expert assistance for client-specific tools, enhancing product quality.





## 1. Building Technology

Managing HVAC, electrical, and plumbing systems for optimal facility operations

## 2. Regulatory Compliance

Ensuring adherence to statutory and legislative requirements for all technical equipment.

## 3. Energy Efficiency

Implementing and maintaining eco-friendly solutions to reduce environmental impact.

# IT department – main responsibility

## 1. Infrastructure Management

- Network (wifi, ethernet, IDF, optic)
- Facility (ACS, CCTV)

## 2. IT Systems Administration

- Server maintenance
- Server management
- IT security

## 3. End Device Support

- User device support
- Printers, scanners, AIO, etc.

## 4. MOM System Maintenance

- EDI communication with customers
- MES system for communication with equipment
- AMR automatic logistic system
- EMS equipment management system
- WMS warehouse management system





## 1. Legislative

Users are required to comply with applicable laws and licensing policies when using hardware and software.

## 2. SW installation

Users may not install programs or devices without IT administrator.

## 3. Data

All data stored on any NOBO device, such as computers, phones, and servers, is the property of the Nobo company.

## 4. Backup

Store data on OneDrive for backup.

## 1. Password policy

1. Minimum 8 characters
2. At least one capital letter
3. At least one number
4. At least one special character like \*,-,+

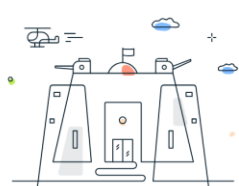
## 2. Password creator

1. <https://www.avast.com/random-password-generator#pc> (EN/CZ)



### Random Password Generator

Create strong and secure passwords to keep your account safe online.



8qsZBT7crdJ7oFRruaNXSri Very strong Copy

Password length: 24

Characters used:  ABC  abc  123  #&





## 1. User Duties

- Use strong passwords
- Use Approved Applications and Software
- Report Security Incidents
- Attend Security Training
- Use Company Devices for Work Purposes
- Minimum eight characters

## 2. Forbidden activities

- Install Unauthorized Software
- Share Login Credentials
- Use Personal Devices Without Authorization
- Access Sensitive Data Without Authorization
- Share Company Information on Social Media

# Company email signature



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S pozdravem \ Best Regards \ Mit freundlichen Grüßen \ 此致

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ICO: 21176931



# Please don't forget !!!

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- ✓ *Be careful before opening, downloading, or clicking any file from an unknown source.*
- ✓ *Always save your data to OneDrive!*
- ✓ *Use the right password, and don't share it with anybody!*
- ✓ *When temporarily leaving your workplace, it is necessary to lock the device (e.g. using [Windows + L])!*
- ✓ *Secure your surroundings when working in public – e.g. in cafes, on trains or planes, make sure that the screen is not readable by others (“shoulder surfing”)!*

# Thank you for your attention!

Co-create a bright future, drive every car into the new era of smart and green life

