



# Baku Shipyard LLC

## Hardware Software Technical Service Request Form

### Section I – User Information

Full Name: Habib Azimi

Department/Company: QA

ID Number: 03270

Date: 26.11.2025

Position: QA Inspector

Contact No: +99410 236 54 93

Signature: [Signature]

Location: \_\_\_\_\_

Acknowledgement: I have read through the Company's IT User Policy and its guidelines (see overleaf). Should I be in breach of these policy or misuse the Company facility I will be subject to disciplinary action by the Company and be liable for any loss and liability to the Company as a result of such breach or misuse.

### Section II – Items / Service Requested

#### Equipment / Hardware provision

- Desktop PC
- Laptop / Notebook PC
- Printer
- Revoke Equipment
- Others \_\_\_\_\_

- Mobile Phone
- Roaming
- Desk Phone
- Internal Calls
- External Calls
- International Calls

#### Services

- User ID
- Email
- Internet Access
- Software Installation
- Technical Service

#### Mobile SIM card Approval:

Agreed by: \_\_\_\_\_ | \_\_\_\_\_  
name signature

Approved by: \_\_\_\_\_ | \_\_\_\_\_  
name signature

Limit: \_\_\_\_\_

Request short description (special applications/technical service information):

Access to QMS SYSTEM

### Section III - Approval

Agreed by (Name) Ramon. A

Signature [Signature]

Department QA & Compliance

Approved by (Name) \_\_\_\_\_

Signature \_\_\_\_\_

Department \_\_\_\_\_

#### IT Department Remarks

Remarks by: Sabir A [Signature]

Access to QMS is provided.