

Augusta Tour Request

Phillip Bowman: Standard Work

Version 1.3



Location Details

LOCATION:

DATE:

TIME:

REQUESTOR(S):

WHO IS REQUESTING TOUR?

Attendees:

Purpose:

- Description of tour purpose and attendees:
- Key topics to focus on, see, or discuss:
- Areas / topics to avoid:

Approval / Action Items

Item	Owner(s)	Approve	Signature
Request Form Completed	Requestor		
Form and Calendar Review	Milhouse		
Operations Approval	Bowman		
EHS Approval (If Applicable)			
Tour Guides Notified/Assigned	Bowman / Milhouse		
Calendar Event Created	Milhouse		
Assigned Tour Guides			

Check box if AUDIO devices are needed / desired (Suggested for parties of 10 or more)

Standard Operating Procedure: Plant Tour Request

Purpose and objective:

Create an organized and effective method for scheduling and coordinating plant tours within the Operations areas of the Augusta Campus. This includes Buildings 2, 3 and the RPM facility. Better alignment and coordination will ensure the appropriate level of tour guide, relevant information is presented, and proper planning is in place.

Who is this for:

- Sales and Marketing
- Executive Assistants
- TSV organizations outside of ISC
- Operations and other ISC functions
- School Groups
- Communications Teams
- Legislators and Community Leaders
- Dealers
- Customers

Procedure:

1. Requestor to fill out Tour Request Form with relevant information and submit to Operations Leader and ISC Executive Assistant

Tour request form to be emailed to ISC Executive Assistant for submission.

Tyoumans-milhouse@textron.com; Pbowman@textron.com

- Location
 - Date
 - Time
 - Attendees
 - Purpose
 - Special Requests (content, messaging, specific area to visit/avoid)
2. Form reviewed and approved by ISC for acceptance.
3. Tour content and tour guides assigned.
4. Tour Calendar Event generated and published on shared calendar.
5. Tour guides to be sent a separate calendar invitation for event

Files and location:

- [File location for Standard Work](#)
- [File location for Request Forms](#)
- Shared Microsoft Outlook Calendar managed by ISD Executive Assistant