

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL AVIATION UNIVERSITY
 Faculty of Transport, Management and Logistics
 Management of Foreign Economic Activity of Enterprises Department

AGREED

Acting Dean of Faculty of
 Transport, Management and Logistics


 «03» 02 2023

Tetiana MOSTENSKA

APPROVED
 Vice-Rector for Academics


 «06» 02 2023



Quality Management System

COURSE TRAINING PROGRAM
 on
“Management of Foreign Economic Activity”

Educational and Professional Program: “Management of Foreign Economic Activity”
 Field of study: 07 “Management and Administration”
 Specialty: 073 “Management”

Form of study	Semester	Total (hours / ECTS credits)	Lectures	Practicals	Self-study	HW/CGP/C	TP/CPr	Form of semester control
Full-time	2	165/5,5	36	18	111	-	1 TP - 2s.	Examination - 2 s.
Extramural	2	165/5,5	12	6	147	1 CW - 2 s.	1 TP - 2s.	Examination - 2 s.


Index CM-7-073-2/21-2.1.8.
 Index CM-7-073-2pt/22-2.1.8.




The Course Training Program on "Management of Foreign Economic Activity" is developed on the basis of the Educational and Professional Program "Management of Foreign Economic Activity", Master Curricula № CM-7-073-2/21, CM-7-073-2pt/22 and Master Extended Curricula № ECM-7-073-2/22, № ECM-7-073-2pt/22 for the Specialty 073 "Management" and corresponding normative documents.

Developed by:

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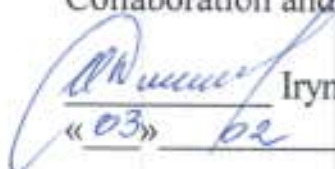

Yuliya KOVALENKO

The Course Training Program was discussed and approved by the Graduate Department for Educational and Professional Program "Management of Foreign Economic Activity", Specialty 073 "Management" – Management of Foreign Economic Activity of Enterprises Department, Minutes № 01 of 01, February, 2023.

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«03» 02 2023

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INTRODUCTION

The Course Training Program (CTP) on "Management of Foreign Economic Activity" is developed based on the "Methodical guidelines for the development and design of the course training program of the subject of full-time and part-time study", approved by the order of the rector № 249/о.д. of 29.04.2021 and corresponding regulatory documents.

1. EXPLANATORY NOTES

1.1. Place, objectives, tasks of the subject

The subject is a theoretical and practical basis for a set of knowledge and skills that form the profile of a specialist in the management of foreign economic activity.

The purpose of teaching the subject is the formation of future specialists' competencies that ensure the organization of both the management system of the subject of foreign economic activity and the processes of management functions in the process of implementing foreign economic activity.

The tasks of studying the subject are:

- mastering of theoretical provisions, methodological approaches, methods of processes of strategic and current management of foreign economic activity of the enterprise;
- formation of a set of knowledge on the construction of a system of management of foreign economic activity of the enterprise on the basis of system and process approaches to management;
- understanding of the processes of organization of activities for the management of foreign economic activity, the organization of interaction of the subject of foreign economic activity with the institutional environment of Ukraine and the international environment, which provide or regulate the processes and functions of foreign economic activity;
- acquisition of knowledge and formation of practical skills of management of processes of crediting of the entity of foreign economic activity;
- acquisition of knowledge and formation of practical skills of management of processes of transportation and insurance of cargoes in foreign economic activity;
- acquisition of skills of choice and formation of strategy of foreign economic activity of the enterprise;
- mastering the methodology, instruments and techniques of economic security management;
- mastering the methods of evaluation and analysis of foreign economic activity and acquiring skills of efficiency management in the process of changing the conditions of foreign economic activity;
- formation of system knowledge and skills of realization of basic management functions in the process of realization of foreign economic activity;
- formation of practical skills of problem identification and economic substantiation of directions of improvement of the system of management of foreign economic activity of the enterprise.

1.2. Learning outcomes the subject makes it possible to achieve

As a result of studying the subject, the student must acquire the following must achieve such **learning outcomes**:

- **PLO 1.** Critically comprehend, select and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions.
- **PLO 2.** Identify problems in the organization and justify the methods of solving them.
- **PLO 14.** Know the stages of organization of foreign economic activity of the enterprise, the documentation, necessary for the implementation of foreign economic activity.
- **PLO 14.** Be able to organize the foreign economic activity of the enterprise independently and collect the necessary documentation for the implementation of foreign economic activity.
- **PLO 19.** Control ensuring the effective implementation of foreign economic activity at the enterprise.
- **PLO 20.** To analyze, control, diagnose and plan the foreign economic activity of the enterprise.
- **PLO 22.** Assess the effectiveness of the process of managing the foreign economic activity, identify positive and negative trends and phenomena.
- **PLO 24.** Ability to apply professional knowledge and skills in practice.



1.3. Competences the subject makes it possible to acquire

As a result of studying the subject, the student must acquire the following competences:

- GC 1. Ability to conduct research at the appropriate level.
- GC 7. Ability to abstract thinking, capacity for analysis and synthesis.
- GC 11. Ability to analyze and synthesize based on logical arguments and verified facts. Ability to analyze and structure an enterprise problem and develop a solution (i.e. entering a new market/market environment).
- GC 9. Acquisition of flexible thinking, openness to the application of physical knowledge and competences in a wide range of possible workplaces and everyday life.
- GC 15. The ability to organize and control the implementation of the production program, to carry out research for the development and implementation of the foreign economic policy of the enterprise, the organization and control of foreign economic activities.
- GC 17. Ability to evaluate and analyze socio-economic processes and phenomena at the global (mega), macro, meso and macro levels.
- PC 4. Ability to effectively use and develop resources of the organization.
- PC 11. The ability to use the laws and methods of managing the foreign economic activity of the enterprise in combination with the modern world practice of international business to make optimal management decisions regarding the improvement of the activity of the enterprise which is an entity of foreign economic activity.
- PC 12. The ability to formulate tasks in the field of management of foreign economic activity, to choose appropriate directions and appropriate methods for their solution, taking into account the available opportunities and resources of the enterprise.

1.4. Interdisciplinary connections

The subject "Management of Foreign Economic Activity" is based on the knowledge of such subjects as: "Business Planning in Foreign Economic Activity", "International Monetary and Foreign Exchange Transactions", "HR-management" and others.

2. COURSE TRAINING PROGRAM ON THE SUBJECT

2.1. The subject content

Training material is structured according to the module principle and consists of **two educational modules: Module № 1 "The system of organizational support for management of foreign economic activity", Module № 2 "Strategic and current management of functional processes in foreign economic activity"**, that are logically complete, relatively independent, holistic part of the subject, learning of which provides module test and analysis of its performance.

A separate (third) module (educational component) is a Term Papers (TP), which is performed in the 2nd semester. TP is an important component of consolidation and deepening of theoretical and practical knowledge and skills acquired by students in the process of mastering the educational material of the discipline.

2.2. Modular structuring and integrated requirements for each module

Module №1 "The system of organizational support for management of foreign economic activity"

Integrated requirements to the module № 1: know the system of external and internal environment of the entity of foreign economic activity, legal and economic factors of their influence on the choice of type, form, method, geographical orientation of foreign economic activity; be able to form an organizational structure for managing foreign economic activity; to register the subject of foreign economic activity; to organize a system of necessary relations with economic entities that ensure the implementation of processes of foreign economic activity.



Topic 1. Theoretical principles of management of foreign economic activity.

The essence of the concept of "management of foreign economic activity". Differences between the management of the organization and the management of foreign economic activity. Types of foreign economic activities and features of their management. Basic principles and functions of foreign economic activity management. Methods and tools of management in foreign economic activity.

Topic 2. Organization of management of foreign economic activity.

The concept of organization of foreign economic activity management. Scales of foreign economic activity of the enterprise and forms of organization of management of foreign economic activity. Types of organizational structures for managing foreign economic activity. World and national experience in the organization of foreign economic activity.

Topic 3. Organization of processes of registration of the entity of foreign economic activity.

The procedure for state registration of a foreign economic activity entity. The procedure for registration of a foreign economic activity entity in fiscal bodies. The order of opening current accounts for the organization of settlement operations on foreign economic operations. Procedure for registration of a foreign economic activity entity at customs (customs accreditation). The order of accounting of persons engaged in transactions with goods.

Topic 4. Legal support for the organization of foreign economic activity

Legal regulation of export operations and its impact on their organization. Legal regulation of import operations and their impact on their organization. Legal regulation of operations with tolling raw materials and its impact on the organization. Legal regulation of crediting processes in foreign economic activity and its influence on the organization of foreign lending operations. Legal regulation of the processes of foreign and direct investment abroad and its influence on their organization. Currency regulation and its impact on the effectiveness of foreign economic activity management.

Topic 5. Currency regulation of foreign economic transactions

Regulation of currency circulation in settlement operations. The essence, basic principles and tools of currency regulation. Monetary policy of the state and its impact on foreign economic transactions. The order of purchase and use of currency. Currency markets. Features of currency regulation in 2021. The impact of currency regulation on the effectiveness of management of foreign economic activity.

Topic 6. The financial environment of foreign economic activity

Types of currencies in the system of international settlements. Justification of the choice of price currency and payment currency for different types of foreign economic activity. Modern factors influencing the change in exchange rate trends. Heuristic methods for forecasting the impact of exchange rate trends on the efficiency of foreign economic activity. International settlement systems. International regulation of settlement operations. Regulation of settlement operations in Ukraine. Concepts, types and schemes of letter of credit, collection and bank transfer. Their comparative analysis, conditions of use, advantages and disadvantages. Bank guarantees, types and conditions of performance. The procedure for obtaining bank guarantees and their implementation.

Topic 7. Investment environment of foreign economic activity

The concept of foreign and direct investment. Types and forms of investment. Substantiation of expediency of foreign and direct investment abroad. Modern regulation of investment activity in the countries of the world and Ukraine. Evolution of the regulatory system. Investment regimes and their influence on the choice of investment odds. Organization of foreign investment in Ukraine. Organization of direct investment abroad. World practice of forming a favorable investment environment.



Topic 8. The international environment of organization of foreign economic activity and the system of relations with it

The concept of the international environment of organization of foreign economic activity. The system of intergovernmental agreements and their impact on the organization of foreign economic activity. Free trade agreements between Ukraine and the world. Intergovernmental agreements on customs cooperation. Intergovernmental international agreements on cooperation in the field of competition. International agreements on avoidance of double taxation. International treaties and agreements in the field of intellectual property and their impact on the organization of customs clearance of goods.

Module № 2. "Strategic and current management of functional processes in foreign economic activity".

Integrated requirements to the module № 2: know: methodological principles of strategic development of foreign economic activity, instruments, processes and methods of forming the strategy of foreign economic activity; system of provision and functional management of foreign economic activity; be able to: develop a strategy of foreign economic activity and a system of functional current actions to ensure its implementation.

Topic 1. The concept and instruments of strategic management of foreign economic activity

Functions and principles of strategic management. System of strategic management goals. Strategies of foreign economic activity. The process of forming a strategy of foreign economic activity. Methodical approaches to the implementation of the stages of formation of the strategy of foreign economic activity. Indicators for assessing the effectiveness and achievability of goals of foreign economic strategy.

Topic 2. Management of economic security of foreign economic activity

The concept of economic security of foreign economic activity. Objects of threats, dangers and risks. Methods for assessing threats, dangers and risks. Ways to manage the risks of foreign economic activity. The concept of support system and management system of economic security of foreign economic activity. Evaluating the effectiveness of the economic security management system.

Topic 3. Managing the effectiveness of foreign economic activity

The concept of efficiency of foreign economic activity. System of performance evaluation indicators. Methods for evaluating the effectiveness of foreign economic activity. Factor analysis of the efficiency of foreign economic activity. Method of calculating the costs of foreign trade transactions. Justification of the choice of pricing strategy and its impact on the efficiency of foreign economic activity. Methods for calculating the impact of volumes of activity on the efficiency of foreign economic activity. Calculation of the minimum volume of foreign trade operation (break-even point). The margin of safety of foreign economic activity.

Topic 4. Management of foreign economic activity

Management of the movement of material flows in foreign economic activity. Management of the movement of flows of services in foreign economic activity. Management of the movement of information flows in foreign economic activity. Objectives, organization and control of cargo transportation processes in foreign economic activity. Internal and external environment for the transportation of foreign trade goods. Management of information flows in the process of transportation of foreign trade goods. Objectives, objects and organization of cargo insurance in foreign economic activity. Insurance documentation. The insured event and the procedure in case of its occurrence. Management of financial flows in foreign economic activity.

Topic 5. Organization of the system of relations of the entity of foreign economic activity with customs institutions



The concept of customs institution. The structure of the customs service of Ukraine. Map of customs posts in Ukraine. Organization of relations between the subject of foreign economic activity and customs. General scheme of organization of customs clearance of goods. Concepts, types and organization of customs control. Control over the correctness of customs valuation. Veterinary and sanitary control at checkpoints through customs control. Organization of cargo declaration. Types of customs declarations and conditions of their use. The procedure for making a customs declaration. The procedure for moving customs declarations in the customs system of Ukraine.

Topic 6. Organization of the system of relations of the entity of foreign economic activity with financial institutions

The concept of financial institution. Types of financial institutions. The system of relations between the entity of foreign economic activity and banks (service organization, organization of crediting, underwriting) Organization of the relationship between the subject of foreign economic activity and the bank. Objects of lending in foreign economic activity. Stages of lending to the subject of foreign economic activity. Methods and ways of accruing interest on the loan. Control over the implementation of the loan agreement. Indicators for assessing the effectiveness of lending to the subject of foreign economic activity. Organization of relations of the entity of foreign economic activity with fiscal authorities. The order of accrual and payment of taxes of the subject of foreign economic activity. Tax planning in foreign economic activity.

Module № 3. "Term Papers"

In the second semester, students perform term paper in accordance with the approved methodological recommendations, in order to consolidate and deepen the theoretical and practical knowledge and skills acquired by students in the process of mastering the material of the discipline in the field of foreign economic activity management further in the study of many subsequent subjects of professional training with basic and complete higher education.

The purpose of Term Papers is: consolidation of acquired and deepening of theoretical knowledge; acquisition of skills of independent creative activity, mastering the methods of scientific research; in-depth study of issues, based on current manifestations of the problem under study. Execution of the course work forms the competencies of independent scientific, analytical and exploratory activities of the future specialist. To successfully complete the TP, the student must know the organizational approaches to building a management system for foreign economic activity, the processes of interaction of the subject of foreign economic activity with the institutional environment of Ukraine and the international environment, organization of lending processes of the entity of foreign economic activity; means and tools for managing the processes of transportation and insurance of goods in foreign economic activity; methodological and practical approaches to the formation of the strategy of foreign economic activity of the enterprise; risk identification and system of ensuring and managing the economic security of the subject of foreign economic security, methods, indicators for assessing the effectiveness of foreign economic activity, methods of managing the effectiveness of foreign economic activity; organization of the system of relations of the entity with customs institutions in the process of foreign economic activity.

Execution, registration and defense of TP is carried out by the student individually according to methodical recommendations.

The time required to perform the TP - up to 30 hours of independent work.



2.3. Training schedule of the subject

№	Topic (thematic section)	Total, hours							
		Full-time				Extramural			
		Total	Lectures	Practicals	Self-study	Total	Lectures	Practicals	Self-study
1	2	3	4	5	6	7	8	9	10
		2 semester				1 semester			
Module № 1 "The system of organizational support for management of foreign economic activity"									
1.1.	Theoretical principles of management of foreign economic activity	7	2	-	5	4	1	-	3
1.2.	Organization of management of foreign economic activity	8	2	2	4	4	1	-	3
1.3.	Organization of processes of registration of the entity of foreign economic activity	8	2	2	4	4	1	-	3
1.4.	Legal support for the organization of foreign economic activity	6	2	-	4	4	1	-	3
1.5.	Currency regulation of foreign economic transactions	9	2 2	-	5	4	1	-	3
1.6.	Financial environment of foreign economic activity	8	2	2	4	3	1	-	2
1.7.	Investment environment of foreign economic activity	8	2	2	4	3	1	-	2
1.8.	International environment of foreign economic activity organization and system of relations with it	8	2	2	4	4	1	-	3
1.9.	Module test № 1	4	2	-	2	-	-	-	-
Total for the module № 1		66	20	10	36	30	8	-	22
Module № 2 "Strategic and current management of functional processes in foreign economic activity"									
2 semester									
2.1.	The concept and instruments of strategic management of foreign economic activity					17	1	1	15
2.2.	Management of economic security of foreign economic activity	11	2	2	7	19	1	1	17
2.3.	Managing the effectiveness of foreign economic activity	11	2 2	2	5	18	1	1	16
2.4.	Management of foreign economic activity	12	2	2	8	18	-	1	17
2.5.	Organization of the system of relations of the entity of foreign economic activity with customs institutions	9	2	-	7	16	-	1	15
2.6.	Organization of the system of relations of the entity of foreign economic activity with financial institutions	11	2	-	9	17	1	1	15
2.7.	Module test № 2	4	2	-	2	-	-	-	-
Total for the module № 2		69	16	8	45	105	4	6	95
Module № 3. "Term Papers"									
3.1.	Topic of the Term Papers		-	-	30	30	-	-	30
Total for the module № 3			-	-	30	30	-	-	30
Total for 1 semester		-	-	-	-	-	-	-	-
Total for 2 semester		165	36	18	111		12	6	147
Total for the subject		165	36	18	111		12	6	147



2.4. Homework and home control work (extramural form of study)

Homework and home control work (extramural form of study) is performed in the second semester, in accordance with the approved methodical guidelines, in order to consolidate and deepen the theoretical knowledge and skills of the student in the studying the subject.

Homework and home control work (extramural form of study) is performed by the student individually in accordance with the topics offered by the teachers of the department.

The time required to complete homework is 8 hours.

2.5. Questions list for the examination

The list of questions and content of tasks for preparation for the examination are developed by the leading teachers of the department in accordance with the course training program and distributed among students.

3. BASIC CONCEPTS OF GUIDANCE ON THE SUBJECT

3.1. Teaching methods

The teaching methods of the subject "Management of foreign economic activity" are ways of joint activity and communication of a teacher and higher education seekers, ensuring the development of positive motivation for learning, mastering the system of professional knowledge and skills, the formation of a scientific worldview, the development of cognitive forces, the culture of mental work of future specialists in the specialty 073 "Management".

Depending on the source of knowledge, during training sessions, both practicals and lectures, the following teaching methods are used: verbal (explanation, conversation, discussion, dialogue), visual (demonstration, illustration, case, presentation), practical (problem solving, business games, brainstorming).

According to the nature of cognitive activity, when studying the subject "Management of foreign economic activity", the following teaching methods are used: explanatory and visual problem presentation; partial-search and research methods.

At the place in the structural activity are used:

- methods of organizing and carrying out educational activities that combine verbal, visual and practical methods; reproductive and problem-search; methods of educational work under the guidance of a teacher and methods of independent work of higher education seekers;
- methods of stimulating and motivating educational work, combining cognitive games, educational discussions, modeling role-playing situations, creating situations of success in educational work, making demands and a method of encouragement;
- methods of control and self-control over educational activities: methods of oral, written control; individual, thematic and systematic control.

3.2. List of references

Basic literature

3.2.1. Гобела В.В. Управління зовнішньоекономічною діяльністю & Management of Foreign Economic Activity: навч. посіб. Львів: ЛьвДУВС, 2021. 244 с.

3.2.2. Актуальні проблеми теорії та практики менеджменту зовнішньоекономічної діяльності : колект. монографія / [Д.Т. Бікулов та ін. ; ред.: Д.Т. Бікулов, О.М. Олійник] ; Запоріж. нац. ун-т. - Запоріжжя : ЗНУ, 2021. - 338 с.

Additional literature

3.2.3. Управління зовнішньоекономічною діяльністю: навчальний посібник / Г.Я. Глуха, О.А. Задоя, О.А. Євтушенко, Е.М. Лимонова. - Дніпро : Університет імені Альфреда Нобеля, 2019. - 156 с

3.2.4. Козловський В.О. Менеджмент зовнішньоекономічної діяльності : навч. посіб. / В. О. Козловський ; Вінниц. нац. техн. ун-т. - Вінниця : ВНТУ, 2019. - 149 с.

3.2.5. Гребельник О.П. Основи зовнішньоекономічної діяльності: підруч. / О.П. Гребельник. - 5-те вид., перероб. та допов. - Ірпінь: Університет ДФС України, 2019. - 410 с.

3.2.6. Ольшанський О.В. Менеджмент зовнішньоекономічної діяльності. Харків: ХДУХТ, 2019. 103 с.



3.2.7. Basic overview of the Incoterms 2020 rules. ICC. 2020. – 5 p.

3.2.8. Sattar Z. Strategy for Export Diversification 2015-2020: Breaking into new markets with new products / Z. Sattar. – Dhaka: PRIB. – 56 p.

3.3. Internet information resources

3.3.1. Податковий кодекс України [Електронний ресурс] — Систем. Вимоги : Pentium-266 ; 32 Mb RAM ; Windows 98/2000/NT/XP. — Web : <https://rada.gov.ua/>

3.3.2. Міжнародні договори [Електронний ресурс] — Систем. Вимоги : Pentium-266 ; 32 Mb RAM ; Windows 98/2000/NT/XP. — Web : <https://rada.gov.ua/https://minjust.gov.ua/news/acts/mijnarodni-dogovori->

3.3.3. Угоди про вільну торгівлю [Електронний ресурс] — Систем. Вимоги : Pentium-266 ; 32 Mb RAM ; Windows 98/2000/NT/XP. — Web : <https://rada.gov.ua/http://sfs.gov.ua/baneryi/mitne-oformlennya/subektam-zed/vilna-torgivlya/>

3.3.4. Про державну реєстрацію юридичних осіб, фізичних осіб - підприємців та громадських формувань [Електронний ресурс] — Систем. Вимоги : Pentium-266 ; 32 Mb RAM ; Windows 98/2000/NT/XP. — Web : <https://rada.gov.ua/>

3.3.5. Letters of Credit. URL: <https://www.tradefinanceglobal.com/letters-of-credit/>

3.3.6. Incoterms 2020 Explained – The Complete Guide. URL: <https://incodocs.com/blog/incoterms-2020-explained-the-complete-guide/>

3.3.7. Risk Management in International Business Handbook. URL: https://www.researchgate.net/publication/331346181_Risk_Management_in_International_Business_Hanbook

4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. Grading of different kinds of academic activities performed by a student and obtained knowledge and skills are realized in values in line with Table 4.1.

Table 4.1

Kind of Academic Work	Maximum Grade Values	
	Full-time	Extramural
Module № 1		
	2 semester	1 semester
Kind of academic work	Grade values	
Carrying out case studies on practicals	10 points × 3 = 30	-
Carrying out test tasks	5 points × 2 = 10	-
<i>For admission to complete module test № 1, a student must receive not less than</i>	24	-
Carrying out Module Test № 1	10	-
Total by the Module № 1	50	-
Module № 2		
	2 semester	
Kind of academic work	Grade values	
Carrying out case studies on practicals	5 points × 2 = 10	15 points × 3 = 45
Carrying out test tasks	5 points × 2 = 10	-
Carrying out the Control work (extramural form of study)	-	35
<i>For admission to complete module test № 2, a student must receive not less than</i>	12	-
Carrying out Module Test № 2	10	-
Total by the Module № 2	30	80
Total by the Modules № 1, № 2	80	80
Semester examination	20	20
Total by the subject	100	100



4.2. The completed curricular activity is accounted enrolled student if the student received for them a positive rating.

4.3. The sum of grades received by the student for certain types of completed educational work is the Current Module Grade, which is entered into the Module Register.

4.4. The Total Grade received by the student for carrying out and defense of term papers is entered into the Examination Register, educational cards and into a student's record book in values, National Scale grades, and ECTS Scale grades, for example: *92/Excellent/A, 87/Good/B, 79/Good/C, 68/Sat./D, 65/Sat./E*, etc.

4.5. Total Semester Grade equals to the sum of the Semester Module Grade and the Examination Grade, which is transferred in grades of National Scale and ECTS grades.

4.6. The Total Semester Grade is entered into the Examination Register, educational cards and into a student's record book in values, National Scale grades, and ECTS Scale grades, for example: *92/Excellent/A, 87/Good/B, 79/Good/C, 68/Sat./D, 65/Sat./E*, etc.

4.7. The Total Grade is equaled the Total Semester Grade. The Total Semester Grade is entered into the Diploma Supplement.



АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

(Ф 03.02-01)

№ прим.	Куди передано (підрозділ)	Дата видачі	П.І.Б. отримувача	Підпис отримувача	Примітки
	ЦУМРАО	06.02.23	Шевченко Т.Т.		

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

(Ф 03.02-02)

№ пор.	Прізвище ім'я по-батькові	Підпис ознайомленої особи	Дата ознайомлення	Примітки

АРКУШ РЕЄСТРАЦІЇ РЕВІЗІЙ

(Ф 03.02-04)

№ пор.	Прізвище ім'я по-батькові	Дата ревізії	Підпис	Висновок щодо адекватності

АРКУШ ОБЛІКУ ЗМІН

(Ф 03.02-03)

№ зміни	№ листа (сторінки)				Підпис особи, яка внесла зміну	Дата внесення зміни	Дата введення зміни
	Зміненого	Заміненого	Нового	Анульованого			

УЗГОДЖЕННЯ ЗМІН

(Ф 03.02-32)

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				