

**INDIVIDUAL PERFORMANCE PLAN REPORT**  
**Q3 2014**

NO	DIMENSI KERJA	KEY PERFORMANCE INDICATORS (KPI)	BOB OT	TARGET	ACTUAL		
					July	August	September
RUTIN							
1.	Deviation of Budget	Budget recording and reporting	5%	Max 3 <sup>rd</sup> day of the month	-	1. Uji kualitas air minum (parameter biologi 2 sample) – Rp 180.000	
2.	Customer Satisfaction & Customer Complaint	Recording and controlling the customer satisfaction & customer complaint report	5%	Max 3 <sup>rd</sup> day of the month	-	Customer satisfaction feedback from Operation Division (Ship Management)	
3.	Top Management Site Visit	Recording and reporting top management site visit	5%	Max 1 week	-	-	
4.	Compliance to Standard	QHSE audit, document control, and administration	10%	0 NC	1. Membuat dan mendokumentasikan MOM QHSE 2. Membuat report summary activity QHSE, KPI QHSE, IPP 3. Mengambil sertifikat kelulusan CSMS dari CNOOC 4. Membuat QHSE budget logbook 5. Meminta Tanda Tangan CEO Terkait Jadwal Audit Internal 6. Internal Audit 2014 (ISO 9001 & ISM Code) 7. Support Persiapan Dokumen SKT Migas 8. Support Persiapan Dokumen untuk HSE Plan CoPi 9. Mengedit File Power Point untuk Format Q2 2014	1. Membuat dan mendokumentasikan MOM QHSE 2. Membuat report summary activity QHSE, KPI QHSE, IPP 3. Aktivitas terkait BP ABC (Filing & Support Data Terkait SOP Finance, Meeting ABC BP, BP ABC Compliance Review Preparation Meeting, Persiapan Dokumen BP ABC Compliance Review, Coordination Meeting, Konfirmasi Kehadiran Direksi untuk BP) 4. Membuat Resume Minutes of Q1 2014 Report Presentation 5. Aktivitas terkait Q2 2014 (Mengirimkan Format Booklet dan Presentasi untuk Q2 2014 Report, Mengirimkan Rencana Susunan Acara Presentasi Q2 Report 2014, Andhika Group Q2 2014 Performance Report Presentation) 6. Membuat QHSE Moments tentang Asbestosis 7. Mengisi Kuesioner Kepuasan Karyawan Andhika 8. Mengirimkan Data Kekurangan Item P3K HO kepada Mas Fikri (GA) untuk segera dilengkapi 9. Mendokumentasikan Accident Report 10. Mengurus approval direksi untuk ABC Policy PT Adnyana 11. Menanyakan Kepada Pak Hari Joko Terkait Alat Pengukur Oksigen 12. Filing Customer Satisfaction Form dari ship operation ke ship management 13. Safety Induction	
		HSE inspection (HO)	5%	Once/ month	1. Inspeksi APAR (HO) 2. Inspeksi Kotak P3K (HO) 3. Inspeksi House Keeping (HO) 4. Visit ke Gudang PKPL (Ship Management)	1. Inspeksi APAR (HO) 2. Inspeksi Kotak P3K (HO) 3. Inspeksi House Keeping (HO)	

5.	QHSE Management Review, Monthly Meeting & Safety Talk	Meeting recording and controlling the attendance list and MOM	5%	1 day	1. QHSE Morning Coordination (1 Juli, 2 Juli, 3 Juli, 4 Juli, 7 Juli, 11 Juli, 14 Juli, 15 Juli, 18 Juli, 22 Juli) 2. Coordination Meeting & Safety Talk (15 Juli) 3. QHSE Monthly Management Meeting (8 Juli)	1. QHSE Morning Coordination (13 Agustus, 15 Agustus, 26 Agustus, 27 Agustus) 2. Coordination Meeting & Safety Talk (7 Agustus, 22 Agustus) 3. QHSE Monthly Management Meeting (12 Agustus) 4. Management Review (19 Agustus)	
		Conducting safety induction and safety moment	5%	1 day	1. HSE moment: Budaya K3	1. HSE moment: Bahaya & Risiko Penggunaan Asbes	
6.	Deviation of QHSE integrated management system certification (31 Aug 2014)	Conducting administration, controlling, and reporting the documentation of Integrated Management System	10%	Max 0 day	1. Menyerahkan Company Objective PT Adnyana ke PT AES 2. Mengeprint Technical Procedure (Ship Mangement Procedure) 3. Merapihkan Bantex Dokumen Ship Management (membuat logo untuk bantex yang belum ada logonya, filing technical procedure, mengatur kembali procedure lama dari ship management) 4. Scan Warna Cover Prosedur	-	
		Supporting QHSE MR activities related certification	5%		1. Dokumentasi Hasil Uji Kualitas Air Minum 2. Membuat Cara Membersihkan Dispenser 3. FGD (Focus Group Discussion) HIRADC Ship Management Division 4. Mendaftarkan alat sound level meter dan temperature meter untuk dikalibrasikan ke LIPI via email 5. Membuat List Bahan Kimia (dari safety data sheet Ship Management) 6. Internal Audit 2014 (ISO 9001 & ISM Code)	1. Kalibrasi thermometer & hygrometer 2. Submit Permintaan Layanan Jasa Kalibrasi Sound Level Meter 3. Uji Kualitas Air Minum lantai 24 (parameter biologi)	
7.	CSMS HSE verification fail	Collecting and preparing document for CSMS update	10%	0 case	-	-	
8.	Incident & Environmental incident	Incident recording and reporting	5%	Max 3 <sup>rd</sup> day of the month	0	1. 12 Agustus (Kalyani – kecelakaan crew)	
9.	QHSE training	Attending all training	5%	100	1. 3 Juni [Internal training Integrated Management System (ISO 9001-Quality; ISO 14001-Environmental; OHSAS 18001-Occupational Health & Safety)]	1. 22 Agustus (Community of Practice dengan tema: Anti-Bribery & Corruption, and Anti-Money Laundering)	
<b>NON RUTIN</b>							
1.	Compiling document for CSMS	Deviation of CSMS submit	2.5%	Max 0 day	Membuat CSMS untuk CNOOC	-	
2.	Controlling Corrective and Preventive Action Document	Total of NC document established	2.5%	Max 1 week	2. 1. Trolley 2. QHSE Budget Logbook	-	
<b>TOTAL</b>			<b>100%</b>				