

INDIVIDUAL PERFORMANCE PLAN REPORT
Q4 2014

NO	DIMENSI KERJA	KEY PERFORMANCE INDICATORS (KPI)	BOB OT	TARGET	ACTUAL		
					Okt	Nov	Dec
RUTIN							
1.	Deviation of Budget	Budget recording and reporting	5%	Max 3 rd day of the month	-	1. Kalibrasi Thermo-Hygrometer – Rp 550.000	
1.	Customer Satisfaction & Customer Complaint	Recording and controlling the customer satisfaction & customer complaint report	5%	Max 3 rd day of the month	-	-	
2.	Top Management Site Visit	Recording and reporting top management site visit	5%	Max 1 week	-	-	
3.	Compliance to Standard	QHSE audit, document control, and administration	10%	0 NC	1. Membuat dan mendokumentasikan MOM QHSE, dan sinkronisasi revisi budget 2. Aktivitas terkait persiapan audit eksternal ISO 9001 3. Audit eksternal ISO 9001 dari ClassNK 4. Aktivitas terkait revisi budget semester 2 5. Mengganti APAR yang sudah kadaluarsa untuk diganti dengan yang baru 6. Membuat report IPP & KPI QHSE 7. Knowledge sharing (internal QHSE) tentang ISO 9001:2015 dan ISO 14001:2015 (DIS) 8. Membuat Checklist APAR 9. Mengisi kuesioner laporan berkala SKT Migas dari Mba Linda.	1. Membuat dan mendokumentasikan MOM QHSE 2. Aktivitas terkait AA Dry Dock Project with PHE ONWJ 3. Membuat report IPP & KPI QHSE 4. Aktivitas Terkait SKT Migas (Mengisi kuesioner laporan berkala SKT Migas) 5. Aktivitas Revisi Budget Semester 2 2014 6. Fire Drill Head Office	
		HSE inspection (HO)	5%	Once/ month	1. Inspeksi APAR (HO) 2. Inspeksi Kotak P3K (HO) 3. Inspeksi House Keeping (HO) 4. Inspeksi Emergency Lamp (HO)	1. Inspeksi APAR (HO) 2. Inspeksi Kotak P3K (HO) 3. Inspeksi House Keeping (HO) 4. Inspeksi Emergency Lamp (HO)	
4.	QHSE Management Review, Monthly Meeting & Safety Talk	Meeting recording and controlling the attendance list and MOM	5%	1 day	1. QHSE Internal Meeting (2 Okt, 9 Okt, 13 Okt, 20 Okt, 22 Okt, 30 Okt) 2. Coordination Meeting & Safety Talk (31 Okt) 3. QHSE Monthly Management Meeting (14 Okt)	1. QHSE Morning Coordination Meeting (10 Nov, 13 Nov) 2. Coordination Meeting & Safety Talk (7 Nov, 28 Nov) 3. QHSE Monthly Management Meeting (12 Nov) 4. HSSE Weekly Meeting for AA Dry Dock Project with PHE ONWJ (2 Nov, 11 Nov, 19 Nov, 27 Nov)	
		Conducting safety induction and safety moment	5%	1 day	HSE moment: Bernafas untuk Kesehatan	HSE Moment: Menjaga Kesehatan Mata Saat Bekerja di Depan Komputer	
5.	Deviation of QHSE integrated management system	Conducting administration, controlling, and reporting the documentation of Integrated Management System	10%	Max 0 day	1. Aktivitas terkait persiapan audit eksternal ISO 9001	1. Mengedit manual, prosedur, dan form dari AES (crewing doc.) untuk menjadi standar PT Adnyana	

	certification (31 Aug 2014)	Supporting QHSE MR activities related certification	5%		1. Membuat Checklist APAR 2. FGD (Focus Group Discussion) HIRADC dengan Capt Eddy 3. Melengkapi isi kotak P3K	1. Mencari vendor untuk Kalibrasi selain LIPI 2. Ke LIPI untuk membayar dan mengambil alat Temperature & Hygrometer yang telah selesai dikalibrasi 3. Scan & Filing Sertifikat kalibrasi, Tanda terima & bukti pembayaran 4. Mencari Vendor untuk Training Implementing OHSAS 18001 Occupational Health & Safety Training untuk bulan Desember 2014	
6.	CSMS HSE verification fail	Collecting and preparing document for CSMS update	10%	0 case	-	-	
7.	Incident & Environmental incident	Incident recording and reporting	5%	Max 3 rd day of the month	-	-	
8.	QHSE training	Attending all training	5%	100	2 1. 8 Oktober (Seminar DIS ISO) 2. 9 Oktober (Internal QHSE sharing knowledge)	-	
NON RUTIN							
1.	Compiling document for CSMS	Deviation of CSMS submit	2.5%	Max 0 day	-	1	Santos
2.	Controlling Corrective and Preventive Action Document	Total of NC document established	2.5%	Max 1 week	0	0	
TOTAL			100%				