

**INDIVIDUAL PERFORMANCE PLAN REPORT**  
**Q1 2014**

NO	DIMENSI KERJA	KEY PERFORMANCE INDICATORS (KPI)	BOB OT	TARGET	ACTUAL		
					Jan	Feb	Mar
RUTIN							
1.	Deviation of Budget	Budget recording and reporting	5%	Max 3 <sup>rd</sup> day of the month	1. Pendaftaran corporate member asosiasi ahli K3 (ADY) – Rp 2.000.000 2. Perpanjangan penunjukkan & SIK ahli K3 (AND) – Rp 2.250.000	-	1. Perjalanan Dinas (Local Travelling) – Rp 2.079.700
2.	Customer Satisfaction & Customer Complaint	Recording and controlling the customer satisfaction & customer complaint report	5%	Max 3 <sup>rd</sup> day of the month	-	-	-
3.	Top Management Site Visit	Recording and reporting top management site visit	5%	Max 1 week	0	0	0
4.	Compliance to Standard	QHSE audit, document control, and administration	10%	0 NC	1. Mendokumentasikan MOM QHSE 2. Mendokumentasikan tanda terima SOP untuk setiap divisi	1. Mendokumentasikan MOM QHSE 2. Mengerjakan CSMS: Petronas (28 Jan), HCML (7 Feb), COPI (24 Feb), CNOOC (24 Feb)	1. Mendokumentasikan MOM QHSE
		HSE inspection (HO)	5%	Once/ month	1. Inspeksi APAR (HO) 2. Inspeksi Kotak P3K (HO)	1. Inspeksi APAR (HO) 2. Inspeksi Kotak P3K (HO) 3. Inspeksi Kendaraan Operasional (HO) 4. Inspeksi House Keeping (HO)	1. Inspeksi APAR (HO) 2. Inspeksi Kotak P3K (HO) 3. Inspeksi Kendaraan Operasional (HO) 4. 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 Internal Meeting (7 Jan, 30 Jan) 2. Coordination Meeting & Safety Talk (21 Jan, 30 Jan) 3. QHSE Monthly Management Meeting (6 Jan)	1. QHSE Internal Meeting (14 Feb, 24 Feb) 2. Coordination Meeting & Safety Talk (28 Feb) 3. QHSE Monthly Management Meeting (13 Feb)	1. QHSE Internal Meeting (7 Mar, 14 Mar, 24 Mar) 2. Coordination Meeting & Safety Talk (28 Mar- 2 kali) 3. QHSE Monthly Management Meeting (11 Mar)
		Conducting safety induction and safety moment	5%	1 day	HSE moment: Ergonomi Bekerja dengan Komputer	HSE moment: Fire & Explosion	HSE moment: Accident
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	SOP Andhika Groups distribution	-	-
		Supporting QHSE MR activities related certification	5%		Request for quotation to BV	Pengajuan In-House Training “Awareness of ISO 9001, ISO 14001, OHSAS 18001”	Pembuatan HIRADC Ship Agency Division
7.	CSMS HSE verification fail	Collecting and preparing document for CSMS update	10%	0 case	CSMS PHE ONWJ (PC-1069) – 10 Januari 2014	<ul style="list-style-type: none"><li>• Petronas (28 Jan)</li><li>• HCML (7 Feb)</li><li>• COPI (24 Feb)</li><li>• CNOOC (24 Feb)</li></ul>	HCML (2 Mar) Tambahan yang diminta pihak HCML untuk section health
8.	Incident & Environmental incident	Incident recording and reporting	5%	Max 3 <sup>rd</sup> day of the month	0	0	1 24 Mar (Gelas jatuh di HO)
9.	QHSE training	Attending all training	5%	100	0	0	2 1. 19 Mar (Community of Practice (CPE) dengan tajuk Corporate HSE Policy) 2. 27 Mar (Awareness/Introduction to ISO 9001 Quality Management System)

NON RUTIN							
1.	Compiling document for CSMS	Deviation of CSMS submit	2.5%	Max 0 day	CSMS PHE ONWJ (PC-1069) – 10 Januari 2014	<ul style="list-style-type: none"><li>• Petronas (28 Jan)</li><li>• HCML (7 Feb)</li><li>• COPI (24 Feb)</li><li>• CNOOC (24 Feb)</li></ul>	<ul style="list-style-type: none"><li>• HCML (2 Mar) Tambahan yang diminta pihak HCML untuk section health</li><li>• Persiapan rangkap 2 file office untuk copy CSMS</li></ul>
2.	Controlling Corrective and Preventive Action Document	Total of NC document established	2.5%	Max 1 week	0	0	0
TOTAL			100%				