

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.	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.		
		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)		
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)		
		Conducting safety induction and safety moment	5%	1 day	HSE moment: Bernafas untuk Kesehatan		
5.	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. Aktivitas terkait persiapan audit eksternal ISO 9001		
		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		
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	-			
2.	Controlling Corrective and Preventive Action Document	Total of NC document established	2.5%	Max 1 week	0			
TOTAL			100%					