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### HISTORY OF REVISION

Rev. No.	Date Of Issue	Description of Changes	Proposed By
0	Feb 01, 2016	Initial issue	Iwan Suparyono
01	May 04, 2017	Adding sub. clause 5.1.3. for Revision Control	Saipunnizar
02	March 20, 2019	1. Change cover format. 2. Merged and Change Title "Procedure to Write The Procedure or Work Instruction", "Document and Data Control "and "Pengendalian Dokumen" became "Control of Documents" Procedure 3. Clause 3, Change references accordance with ISO 9000:2005 ISO 9001:2015, ISO 45001: 2018, ISO 14001: 2015 and API Spec Q1, latest edition.	Andrian Avianto

Prepared by,	Reviewed by,	Approved by,
 Andrian Avianto QA Supervisor	 Iwan Suparyono QA/QC Manager	 Tjundrik Buntoro Production General Manager

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## 1. PURPOSE/TUJUAN

- 1.1. This procedure defines the method for preparing, reviewing, approving, maintaining, tracking, and changing documents and data identified in Master List of Document accordance with quality, occupational health and safety, and environment management system.

*Prosedur ini mendefinisikan metode untuk menyiapkan, memeriksa, menyetujui, merawat, menelusuri, dan merubah dokumen dan data sebagaimana yang diidentifikasi dalam "Master List of Document" berdasarkan dengan sistem manajemen mutu, kesehatan dan keselamatan, dan lingkungan.*

- 1.2. Control document distribution and controlling of revision accordance with quality, occupational health and safety, and environment management system.

*Pengendalian distribusi dokumen dan pengendalian perubahan berdasarkan dengan sistem manajemen mutu, kesehatan dan keselamatan, dan lingkungan.*

## 2. SCOPE/RUANG LINGKUP

This Procedure applies to the Quality Manual, Quality, OH&S, and Environment Manual, Standard Operating Procedures or Work Instruction related to PT. Teknologi Rekayasa Katup's Quality, OH&S, and Environment Management System.

*Prosedur ini berlaku untuk Manual Mutu, Manual Mutu, OH&S, dan Lingkungan, Standar Prosedur Operasi atau Instruksi Kerja yang berhubungan dengan Sistem Manajemen Mutu, OH&S, dan Lingkungan. PT. Teknologi Rekayasa Katup.*

## 3. REFERENCE/REFERENSI

API Spec -Q1, Ninth edition  
*API Spec -Q1, edisi kesembilan*

ISO 9001: 2015  
*ISO 9001:2015*

ISO 45001: 2018  
*ISO 45001: 2018*

ISO 14001: 2015  
*ISO 14001: 2015*

ISO 9000: 2005  
*ISO 9000: 2005*

## 4. RESPONSIBILITIES/TANGGUNGJAWAB

The Manual may be prepared by Management Representative and approved by Director.  
*Manual dapat disiapkan oleh Perwakilan Manajemen dan disetujui oleh Direktur*

The Quality, OH&S, and Environment Policy is issued by Director.  
*Kebijakan Mutu, OH&S, dan Lingkungan dikeluarkan oleh Direktur*

The Standard Operating Procedure may be prepared by supervisors, engineer or staff level, reviewed by Manager Department and approved by General Manager level.

*Standar Prosedur Operasi dapat disiapkan oleh supervisor, engineer atau setingkat staff, diperiksa oleh Manajer Departemen dan disetujui oleh setingkat General Manager.*

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The Work Instruction may be prepared by minimum level staff or supervisor, reviewed by supervisor or head department and approved by head department.

*Instruksi kerja bisa disiapkan oleh minimal setingkat staff atau supervisor, diperiksa oleh supervisor atau kepala departemen dan disetujui oleh kepala departemen.*

The Work Instruction Written Practice shall be prepared by Employer's NDE level II and Reviewed and Approved by the employer's NDE Level III.

*Instruksi kerja harus "Written Practice" disiapkan oleh personil NDE Level II dan, ditinjau dan disetujui oleh personil NDE Level III*

The Work Instruction NDE Shall be prepared by Employer's NDE level II , and approved by the employer's NDE Level III.

*Instruksi kerja NDE harus disiapkan oleh personil NDE Level II dan disetujui oleh personil NDE Level III*

The Management Representatives is responsible for assuring that all documents are properly implemented.

*Management Representative bertanggung jawab untuk meyakinkan bahwa semua dokumen diterapkan dengan baik.*

The Management Representative responsible for distributing, controlling of revision and maintaining the Quality Manual, document level 2, document level 3 and associated form pertaining to this Quality, OH&S, and Environment Management System..

*Perwakilan Manajemen bertanggung jawab untuk mendistribusikan, mengendalikan perubahan dan merawat Quality Manual, dan dokumen tingkat 2, dokumen tingkat 3 dan berkenaan dengan form yang berhubungan dengan Sistem Manajemen Mutu, OH&S dan Lingkungan..*

## 5. PROCEDURE/PROSEDUR

### 5.1. General Requirements/Persyaratan-persyaratan Umum

#### 5.1.1 Language/ Bahasa

The Manual is written in English.

*Manual ditulis dalam bahasa inggris.*

The Standard Operating Procedures and Work Instructions are written in English and/or Indonesian

*Prosedur standar pengoperasian dan Instruksi Kerja ditulis dalam bahasa inggris dan/atau indonesia*

5.2. The Procedure or Work Instruction, minimum contain the following information, but not limited to:

*Prosedur atau Instruksi Kerja, minimal mengandung informasi dibawah ini, tetapi tidak terbatas pada:*

#### 5.2.1. Cover/Sampul

Top Part: Left side is the company name, Logo, and department, centre is level of procedure (SOP / WI) and procedure name, right side is procedure number, revision, effective date and page no.

Bagian Atas: Sisi kiri adalah nama perusahaan, logo dan departemen, tengah adalah tingkatan prosedur (SOP/WI) dan nama prosedur, sisi kanan adalah nomor prosedur, revisi, tanggal berlaku dan nomor halaman.

Middle Part :History of Revision.

Bagian Tengah: Sejarah Revisi.

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Bottom Part: Prepared by, Reviewed by and Approved by,  
Bagian bawah: *Disiapkan oleh, Diperiksa oleh, Disetujui oleh,*

#### 5.2.2 Table of Contents/Daftar isi

The table of contents contain the following information, but not limited to:

*Daftar isi terdiri dari informasi dibawah ini, tetapi tidak terbatas pada:*

- Purpose/Tujuan
- Scope/Ruang lingkup
- References/Referensi
- Responsibilities/Tanggung Jawab
- Procedure/Work Instruction, Flow Chart (optional if applicable)/ *Prosedur/Instruksi kerja, Diagram Alir (opsional jika dibutuhkan)*
- Documentation/Dokumentasi
- Distribution/Distribusi
- Attachment of form used (optional if applicable)/ *Lampiran form yang digunakan (opsional jika dibutuhkan)*

#### 5.2.3 Detail of Standard Operating Procedure and Work Instruction

*Rincian Standar Prosedur Operasi dan Instruksi Kerja*

Describe each section stated in table of contents in detail in accordance with the direction and addressed of its procedure or work instruction.

*Menggambarkan rincian masing-masing bagian yang ditetapkan dalam daftar isi berdasarkan dengan arah dan tujuan prosedur dan instruksi kerja itu sendiri.*

##### b) Purpose/Tujuan

State the purpose of the procedure or instruction in a simple words and easy to be understood.

*Penetapan tujuan dari prosedur atau instruksi kerja dalam kata-kata yang sederhana dan mudah untuk dimengerti.*

##### c) Scope/Ruang lingkup

Describe the scope clearly, avoid overlapping work or scope with others.

*Menggambarkan ruang lingkup dengan jelas, pekerjaan tumpang tindih dan ruang lingkup dengan yang lainnya.*

##### d) Reference/Referensi

Always use reference where this procedure link to, it may be external reference or internal reference, following is basic reference:

*Selalu menggunakan referensi dimana prosedur tersebut berhubungan, hal ini bisa berhubungan dengan referensi dari eksternal atau internal, berikut ini sebagai referensi dasar:*

- Manual refer to ISO 9001, API Q1 Specification, ISO 45001, ISO 14001.  
*Manual mengacu ke ISO 9001, Spesifikasi API Q1, ISO 45001, ISO 14001.*
- SOP Refer to ISO 9001, API Q1Specification,ISO 45001, ISO 14001 and API 6D.  
*SOP mengacu ke ISO 9001, Spesifikasi API Q1, ISO 45001, ISO 14001 and API 6D.*

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- Work Instruction refer to Manual or SOP, API 6D or other specification as requested.  
*Instruksi Kerja mengacu ke Manual atau SOP, API 6D dan spesifikasi lain yang dibutuhkan.*
- Specification refers to SOP, API 6D, customer specification, or other related specification, standards or Code.  
*Spesifikasi mengacu ke SOP, API 6D, spesifikasi pelanggan, atau spesifikasi lain terkait, standar-standar dan code.*
- e) Responsibilities/*Tanggung jawab*  
State clearly the authority of who does what.  
*Penjelasan ketetapan personal yang berwenang.*
- f) Procedure/ Work Instruction/*Prosedur/Instruksi Kerja*  
In some procedure, the responsibility may be included in detail procedure or work instruction.  
*Dalam beberapa prosedur, tanggung jawab bisa termasuk dalam rincian prosedur atau instruksi kerja.*
  - Detail Procedures (Who, What, Where, When)  
*Rincian Prosedur (Siapa, Apa, Dimana, Kapan)*
  - Detail Work Instruction (How)  
*Rincian Instruksi Kerja (Bagaimana)*
  - Flow Chart (If Applicable)  
*Diagram Alir (Jika dibutuhkan)*
- g) Documentation/*Dokumentasi*
  - List of related Procedure, the document number and identification (If Any)  
*List Prosedur yang terkait, nomor dokumen dan identifikasi (Jika ada)*
  - List of Form used, Form number, and identification (if any)  
*List form yang digunakan, nomor form, dan identifikasi (Jika ada)*
- h) Revision Control/*Pengendalian Perubahan*  
Addressed as per clause 5.5  
*Sebagaimana dijelaskan pada klausul 5.5*
- i) Distribution/*Distribusi*  
Distribute to concerned personnel (Manager, supervisor, worker, work station, etc).  
*Distribusi ke personel terkait (manager, supervisor, Karyawan, work station, dan lain-lain)*
- j) Attachment Form (If Applicable)/*Lampiran Form* (jika diperlukan)  
The format and numbering form arranged by related department.  
*Format dan penomoran form diatur oleh departemen bersangkutan.*

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### 5.3. Form Control

- 5.3.1. Minimum format form shall be containing of logo, title of form, from number, revision control, effective date dan responsibility.

*Minimum format form harus mengandung logo, judul form, nomor form, pengendalian revisi, tanggal berlaku, dan tanggungjawab.*

5.3.2. Revision levels are assigned in numeric number, starting with 0 for the original issue and increasing by one with each revision, as per clause 5.5.4

Tingkat perubahan ditandai dalam nomor numerik, dimulai dari 0 untuk awal penerbitan dan meningkat satu setiap masing-masing perubahan, sesuai dengan klause 5.5.4

5.3.3. Control of revision level that indicates history of revision shall be properly maintained, and shown in each form.

Pengendalian tingkatan perubahan yang indikasi sejarah revisi harus dirawat dengan baik, dan menunjukkan dalam masing-masing formulir.

#### **5.4. Identification, Distribution, Retention and Documentation.**

## *Identifikasi, Distribusi, Retensi dan Dokumentasi.*

#### **5.4.1. Identification /Identifikasi**

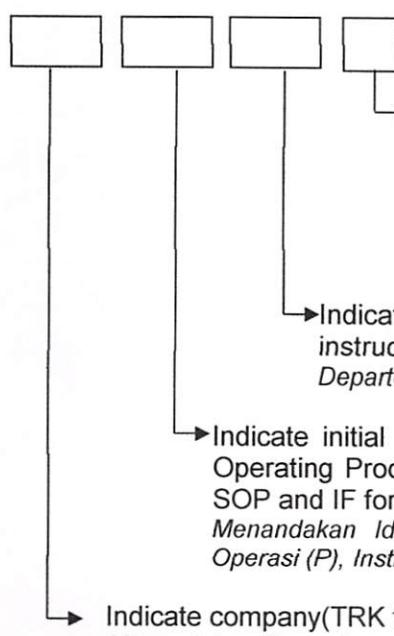
- a) Document number, page number, revision number and date of issuance are identified on cover page of documents.

*Nomor dokumen, nomor halaman, nomor perubahan dan tanggal penerbitan diidentifikasi pada halaman sampul dokumen.*

- b) Each document shall show Effective date on the cover of the document.

*Masing-masing dokumen harus menunjukkan tanggal berlaku pada sampul dokumen*

- c) The subsequent documents identification or coding are as follows:  
*Identifikasi dokumen berikut atau penandaan seperti:*



Sequential letter starting from 001,002,003...etc if the document more than one parts in the same section or subsection.

*Nomor urut yang dimulai dari 001, 002, 003..dst.*

Jika dokumen lebih dari satu bagian dalam section atau subsection yang sama.

►Indicate department of origin that issuing of procedure / work instruction.

*Departemen yang menerbitkan Prosedur/Instruksi Kerja,*

- Indicate initial document identification, such as Manual (M), Standard Operating Procedure/SOP (P), Work Instruction/WI (I), Formulir (PF for SOP and IF for WI ).

Menandakan Identifikasi dokumen, seperti Manual (M), Standar Prosedur Operasi (P), Instruksi Kerja (I), Formulir (PF untuk SOP dan IF untuk WI).

Indicate company(TRK for PT. Teknologi Rekayasa Katup)  
Menandakan Perusahaan (TRK untuk PT. Teknologi Rekayasa Katup)

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Example/Contoh:

TRK	I	QA/QC	003
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#### **TRK-I-QA/QC-003, Pressure Testing for Ball Valve**

Defined as/ didefinisikan sebagai:

Company of origin (TRK), Work Instruction (I), QA/QC Dept (QA/QC), Number of document (003), title “Pressure Testing for Ball Valve”.

Nama Perusahaan (TRK), Instruksi Kerja (I), QA/QC Dept (QA/QC), nomor dokumen (003), Judul “Pressure Testing for Ball Valve”.

If under project, needed new Procedure or Work Instruction, can be modified as below:

Jika dalam project, dibutuhkan Prosedur atau Instruksi Kerja baru, dapat dimodifikasi sebagai berikut:

Example/Contoh:

TRK	I	QA/QC	003.19.1
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#### **TRK-I-QA/QC-003.19.1, Pressure Testing for Ball Valve (Refer to API 6D Specification, 24<sup>th</sup> Edition) For Project TAR 2019**

Defined as/ didefinisikan sebagai:

003 : Mother number of document/ Nomor Induk Dokumen

19 : Year release/ Tahun penerbitan

1 : Sequence number of release/ Nomor urut penerbitan

The Department and Section of origins are abbreviated as follow:

Asal Departemen dan Bagian disingkat sebagai berikut:

MR	: Management Representatives
FA	: Finance & Accounting
MT	: Sales and Marketing
GA	: General Affair
QA	: Quality Assurance
QC	: Quality Control
PO	: Production
EG	: Engineering
HRD	: Human Resources Development

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PROC	: Procurement
PRO	: Project
PPC	: Production Planning and Control
MTN	: Maintenance
MCH	: Machining
WH	: Warehouse
QHSE	: Quality Health Safety and Environment
OH&S	: Occupational Health and Safety
R&D	: Research and Development
WD	: Welding
ASSY	: Assembling

The subsequent record number identification or coding are as follows:  
*Identifikasi nomor rekaman atau penandaan seperti berikut:*

AAAA/BBB/YYYY

*Defined as/ didefinisikan sebagai:*

AAAA = Report number (0001, 0002, 0003, ....)  
 BBB = Report Coding (ex: SO for Sales Order)  
 YYYY = Years (2018, ....)

Or, /atau:

AAAA/BBB/ZZ/YYYY

*Defined as/ didefinisikan sebagai:*

AAAA = Report number (0001, 0002, 0003, ....)  
 BBB = Report Coding (ex: SO for Sales Order)  
 ZZ = Department  
 YYYY = Years (2018, ....)

Other record number identification or coding can be used if necessary.  
*Identifikasi nomor rekaman atau yang lain dapat digunakan jika diperlukan*

#### 5.4.2. Distribution / Distribusi

- a) Controlled Manual, Standard Operating Procedure (SOP), Sales Order, Bill of Material, Contract Review, List of Applicable Document and Document of External is kept in share folder. Personnel who want to read can be opening the soft copy in share folder.

*Dokumen terkendali "Manual, Standard Prosedur Operasi (SOP), Sales Order, Bill of Material, Contract Review, List of Applicable Document and Document of External" disimpan dalam share folder. Personil yang ingin membaca dengan membuka soft copy dalam share folder.*

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- b) Only QA Supervisor and Document Control as authorize personnel for update of Manual, Standard Operating Procedure (SOP), Sales Order, Contract Review, List of Applicable Document and Document of External is kept in share folder and Master List of Document.

*Hanya QA Supervisor dan Document Control sebagai personil yang berwenang untuk memperbarui "Manual, Standar Prosedur Operasi (SOP), Sales Order, Contract Review, List of Applicable Document and Document of External" yang disimpan dalam share folder dan "Master List of Document"*

- c) Only Design and Development Supervisor and Engineering Manager as authorize personnel for update of Bill of Material is kept in share folder.

*Hanya Design and Development Supervisor dan Engineering Manager sebagai personil yang berwenang untuk memperbarui "Bill of Material" yang disimpan dalam share folder.*

- d) Controlled Work Instruction (WI), Form is distributed to concerned personnel (Manager, supervisor, worker, work station, etc) or according to Documents Distribution Matrix along with a Remit Letter of Document, TRK-PF-MR-001-D or Remit Letter Acknowledgement, TRK-PF-MR-001-F, Where is applicable, for internal controlled copy distribution shown in Section 7 of this procedure.

*Instruksi Kerja (WI), Formulir terkontrol didistribusikan kepersonel terkait (Manager, supervisor, worker, work station, dll) atau berdasarkan pada Distribusi Matrik Dokumen bersama Bukti Penyerahan Dokumen, TRK-PF-MR-001-D atau Bukti Penyerahan Dokumen, TRK-PF-MR-001-F, yang digunakan, untuk distribusi internal controlled copy ditunjukkan dalam bagian 7 dari prosedur ini.*

- e) The Management Representative maintains the Documents Distribution matrix.  
*Perwakilan Manajemen merawat Distribusi Matrik Dokumen.*

- f) The remit letter of document or the remit letter of acknowledgement shall be duly signed by recipient.

*The remit letter of document atau "remit letter of acknowledgement" harus ditandatangani oleh penerima.*

- g) It is the responsibility of recipients to maintain the controlled copy of the document.

*Hal ini tanggungjawab penerima untuk merawat salinan dokumen terkontrol.*

- h) Transfer of controlled copy is not allowed without written permissible from the authorities.

*Perpindahan salinan terkontrol tidak diijinkan tanpa ijin tertulis dari yang berwenang.*

#### 5.4.3 Retention / Retensi

The retention of document is addresses in Quality Records Procedure.

*Retensi dokumen dijelaskan dalam Prosedur Rekaman Mutu.*

#### 5.4.4 Documentation / Dokumentasi

The Quality, OH&S, and Environment Management System documentation shall include:

*Dokumentasi system manajemen mutu, OH&S, dan Lingkungan harus meliputi:*

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- a) Statements of Quality Policy, OH&S, and Environment policy, and Quality Objective, OH&S, and Environment objectives;  
*Pernyataan kebijakan Mutu, kebijakan OH&S dan Lingkungan, dan sasaran Mutu, sasaran OH&S dan Lingkungan.*
- b) A manual that addresses each requirements of this specification and includes:  
*Manual yang menjelaskan masing-masing persyaratan spesifikasi ini dan meliputi:*
  - 1) The scope of the Quality, OH&S, and Environment Management System , including justification for any exclusions to specific Quality Management System;  
*Ruang lingkup, system manajemen Mutu OH&S, dan Lingkungan meliputi justifikasi untuk eksklusi terhadap unsur spesifik system manajemen Mutu;*
  - 2) A description of the sequence and interaction between the processes of the Quality, OH&S, and Environment Management System;  
*Deskripsi urutan dan interaksi antara proses pada system manajemen Mutu, OH&S, dan Lingkungan;*
  - 3) Identification of processes that require validation  
*Identifikasi proses yang membutuhkan validasi*
  - 4) Reference to documented procedures that control the Quality, OH&S, and Environment Management System processes;  
*Referensi prosedur terdokumentasi yang mengendalikan proses system manajemen Mutu, OH&S, dan Lingkungan;*
- c) Documented procedures established for the Quality, OH&S, and Environment Management System ;  
*Prosedur terdokumentasi ditetapkan untuk system manajemen Mutu, OH&S, dan Lingkungan;*
- d) Documents and records to ensure the effective planning, operation, and control of its processes and compliance with specified requirements; and  
*Dokumen-dokumen dan rekaman-rekaman untuk memastikan rencana, operasi, dan pengendalian yang efektif pada prosesnya dan memenuhi persyaratan yang ditentukan; dan*
- e) Identification of legal and other applicable requirements to which the organization claims compliance that are needed to achieve product conformity.  
*Identifikasi persyaratan hukum dan persyaratan lain yang berlaku di mana organisasi mengklaim kepatuhan yang diperlukan untuk mencapai kesesuaian produk.*

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5.5. Revision/Perubahan

- 5.5.1. Changing to documents shall be prepared and approved by same functions that performed the original preparation and approval.  
*Perubahan dokumen harus disiapkan dan disetujui oleh fungsi yang sama pada penyiapan dan persetujuan yang asli.*
- 5.5.2. The history of revision and reason shall be describe in revision control on cover of procedure.  
*Sejarah perubahan dan alasan harus digambarkan dalam pengendalian perubahan pada halaman sampul prosedur.*
- 5.5.3. All documents revision shall be duly approved by the appropriate authorities and forwarded to the personnel on the distribution list.  
*Semua perubahan dokumen harus disetujui oleh yang berwenang dan disampaikan kepada personel dalam distribution list.*
- 5.5.4. The revision number of first issue is identified as "0" for original and sequential number 01, 02, 03,etc, shall identify subsequent revision of the documents.  
*Nomor perubahan pada penerbitan pertama diidentifikasi sebagai "0" untuk original dan nomor urut 01, 02, 03, dst, harus mengidentifikasi perubahan dokumen yang berikutnya.*

5.6. Documents External of Origin/Dokumen Eksternal Asli

- 5.6.1. The detail procedure is described in TRK-P-QA/QC-002.  
*Rincian prosedur digambarkan dalam TRK-P-QA/QC-002.*

5.7. Obsolete Documents/ Dokumen Kedaluarsa

- 5.7.1. Any document with a date older than the latest or different version number should be considered as obsolete and Uncontrolled Copy.  
*Setiap dokumen dengan tanggal yang lebih tua dari nomor versi terbaru atau yang berbeda nomor versinya dianggap sebagai dokumen kedaluarsa dan tidak terkontrol.*
- 5.7.2. Obsolete documents shall be marked **OBSOLETE** and are kept separate from active documents. Obsolete electronic documents are removed from the network and are stored in media that are only accessible to authorized personnel to prevent improper or unintended use of them. Any obsolete documents that need to be reactivated must be reviewed, approved and released in the same manner as newly established documents.  
*Dokumen yang usang harus diberi tanda **OBSOLETE** dan disimpan terpisah dari dokumen aktif. Dokumen elektronik yang kedaluarsa dikeluarkan dari jaringan dan disimpan dalam media yang hanya dapat diakses oleh personil yang berwenang untuk mencegah penggunaan yang tidak benar atau tidak diinginkan dari mereka. Setiap dokumen kedaluarsa yang perlu diaktifkan kembali harus ditinjau, disetujui dan dirilis dengan cara yang sama sebagai dokumen yang baru disiapkan.*

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5.8. Documents Destruction / *Pemusnahan Dokumen*

- 5.8.1. Destruction of original documents level 1 to level 4 that have obsolete or obsolete status, or over than periods of time under quality record procedure (TRK-P-QA/QC-001), performed by Management representative.

*Pemusnahan dokumen asli yang telah status kedaluarsa atau dinyatakan kedaluarsa, atau melebihi masa simpan yang telah ditentukan dalam prosedur rekaman mutu (TRK-P-QA/QC-001), dilakukan oleh Wakil Manajemen.*

- 5.8.2. Any documents that have been declared annihilable can be made of the Document Destruction Event Report

*Setiap dokumen yang telah dinyatakan dapat dimusnahkan, dibuat Berita Acara Pemusnahan Dokumen.*

- 5.8.3. The Management Representative determines the status of the documents to Obsolete in order to be destroyed, by authorizing them in the Document Destruction Event Report.

*Wakil Manajemen menetapkan status dokumen kedaluarsa untuk dapat dimusnahkan, dengan mengesahkannya pada Berita Acara Pemusnahan Dokumen.*

5.9. Uncontrolled Documents/ *Dokumen tidak terkontrol*

- 5.9.1. Printed Manual, Standard Operating Procedure, Sales Order, Bill of Material and Contract Review is uncontrolled documents.

*"Manual, Standar Prosedur Operasi, Sales Order, Bill of Material and Contract Review", yang dicetak adalah dokumen yang tidak dikendalikan.*

- 5.9.2. Uncontrolled document that is current at the time of issue are not kept up-to date and may be used only to outside organization.

*Dokumen tidak terkontrol adalah dokumen secara langsung saat penerbitan dan tidak dijaga terbarunya dan mungkin hanya dipergunakan untuk diluar organisasi.*

- 5.9.3. Such uncontrolled document shall be clearly identified on the cover page.

*Dokumen tidak terkontrol harus dengan jelas diidentifikasi pada halaman sampul.*

- 5.9.4. The use of document remit letter for distribution a document distributing register of uncontrolled document or document not required.

*Menggunakan remit letter (bukti terima) untuk distribusi document distributing register yang tidak terkontrol atau dokumen tidak dibutuhkan.*

- 5.9.5. Serial number of copies downgraded from controlled to uncontrolled are not reused.

*Salinan Serial number yang di downgrade dari terkontrol menjadi tidak terkontrol tidak dapat digunakan kembali.*

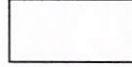
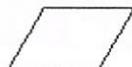
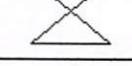
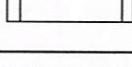
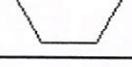
- 5.9.6. Uncontrolled document is not maintained with subsequent revisions and are not used to personnel.

*Dokumen yang tidak terkontrol tidak dirawat dengan perubahan berikutnya dan tidak digunakan untuk personel.*

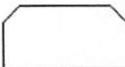
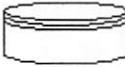
- 5.9.7. Original of obsolete Manual and its revisions shall be maintained for a period of 5 (five) year.

*Manual asli yang kedaluwarsa dan berikut perubahannya harus dirawat untuk selama periode 5 (lima) tahun.*

#### 5.10. Basic Flow charting Shapes And Symbols

	<b>Start/End</b> The terminator symbol marks the starting or ending point of the system. It usually contains the word "Start" or "End."
	<b>Action or Process</b> A box can represent a single step ("add two cups of flour"), or an entire sub-process ("make bread") within a larger process.
	<b>Document</b> A printed document or report.
	<b>Decision</b> A decision or branching point. Lines representing different decisions emerge from different points of the diamond.
	<b>Input/Output</b> Represents material or information entering or leaving the system, such as customer order (input) or a product (output).
	<b>Connector</b> Indicates that the flow continues where a matching symbol (containing the same letter) has been placed.
	<b>Flow Line</b> Lines indicate the sequence of steps and the direction of flow.
	<b>Delay</b> Indicates a delay in the process.
	<b>Merge</b> Indicates a step where two or more sub-lists or sub-processes become one.
	<b>Collate</b> Indicates a step that orders information into a standard format.
	<b>Sort</b> Indicates a step that organizes a list of items into a sequence or sets based on some pre-determined criteria.
	<b>Subroutine</b> Indicates a sequence of actions that perform a specific task embedded within a larger process. This sequence of actions could be described in more detail on a separate flowchart.
	<b>Manual Loop</b> Indicates a sequence of commands that will continue to repeat until stopped manually.

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	<b>Loop Limit</b> Indicates the point at which a loop should stop.
	<b>Data storage</b> Indicates a step where data gets stored.
	<b>Database</b> Indicates a list of information with a standard structure that allows for searching and sorting.
	<b>Display</b> Indicates a step that displays information.
	<b>Off Page</b> Indicates that the process continues off page.

## 6. DOCUMENTATION/DOKUMENTASI

Documents Distribution Matrix, TRK-PF-MR-001-A  
*Distribusi Matrik Dokumen, TRK-PF-MR-001-A*

Master List of Documents, TRK-PF-MR-001-B.  
*Master List Dokumen, TRK-PF-MR-001-B.*

Document Change Request, TRK-PF-MR-001-C  
*Pengajuan Perubahan Dokumen, TRK-PF-MR-001-C*

Remit Letter of Document, TRK-PF-MR-001-D  
*Bukti Penyerahan Dokumen, TRK-PF-MR-001-D*

List of Obsolete Document, TRK-PF-MR-001-E  
*Daftar Dokumen Kedaluarsa, TRK-PF-MR-001-E*

Remit Letter Acknowledgement, TRK-PF-MR-001-F  
*Bukti Pengakuan Penyerahan Dokumen, TRK-PF-MR-001-F*

Document Change Request List, TRK-PF-MR-001-G  
*Daftar Pengajuan Perubahan Dokumen, TRK-PF-MR-001-G*

Retraction Obsolete Document, TRK-PF-MR-001-H  
*Penarikan Dokumen Kedaluarsa, TRK-PF-MR-001-H*

Document Destruction Event Report, TRK-PF-MR-001-I  
*Berita Acara Pemusnahan Dokumen, TRK-PF-MR-001-I*

## 7. DISTRIBUTION/DISTRIBUSI

According to TRK-PF-MR-001-A  
*Berdasarkan pada TRK-PF-MR-001-A*