|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEMBAR DISPOSISI**  **Nomor : 006.LD/PDKB/2023**  **Tanggal : 2023-08-01** | | | | | | | | | | | | |
| **Indeks** | | **:** | | **desc Rahasia** | | | | **desc Penting** | | | **desc Biasa / Rutin** | |
|  | | | | | | | | | | | | |
| Surat dari / Instruksi dari | | : | | **pembuat** | | | | | | | | |
| Nomor Surat | | : | | **006.LD/PDKB/2023** | | | | | | | | |
| Tgl. Surat / Tgl.Instruksi | | : | | **2023-08-01** | | | | | | | | |
| **Perihal : Monitoring Data Validitas Perijinan dari Sistim Sertifikasi Gema** | | | | | | | | | | | | |
| Tanggal Diterima | | : | | 2023-09-06 | | | | | Diterima melalui | | | desc Email / WA |
| desc Pos/Ekspedisi |
| desc Langsung |
|  | | | | | | | | | | | | |
| **DITERUSKAN KEPADA** | | | | | **ISI DISPOSISI** | | | | | | | |
| desc Direksi  desc Manajemen Representative (MR)  desc Auditor Internal  desc Manajer Sertifikasi (MS)  desc Penanggung Jawab Teknik (PJT)  desc Koordinator PJT  desc Tenaga Teknik (TT/Asesor)  desc Administrator Uji  desc Staff Administrasi  desc Staff Keuangan | | | | | 1. buat surat segera | | | | | | | |
| Setelah dilaksanakan harap segera dikembalikan : | | | | | | | | | | | | |
| Dikembalikan Kepada | : | |  | | | | | | | | | |
| Dikembalikan tanggal | : | |  | | | | | | | | | |
| Resume | : | | desc **Selesai** | | | | desc **Belum/tidak selesai** | | | | desc **Butuh Disposisi Baru** | |
| Pemberi Disposisi  ………………………….. | | | | | | Penerima Disposisi  ………………………………  anggota | | | | …………………………………………………  ( ) | | |