PT. NICHIRIN INDON	NESIA		
	PROSEDUR OF	PERASIONAL	
No: PO-IT-02	Tgl: 02-04-2012	Revisi : 1	Halaman : 1 dari 6
	IT PREVENTIVE	MAINTENANCE	

STATUS REVISI DAN PERUBAHAN

Nomor Revisi	Nomor Halaman	Isi Revisi	Direvisi Oleh	Diperiksa Oleh	Disetujui Oleh	Tanggal
0	-	Dokumen pertama	Yonatan W.Y	Satoshi S.	Manabu M	02/04/2012
1	5	Penambahan Definisi MSI	Yonatan W.Y	Satoshi S.	Manabu M	24/05/2016

PT. NICHIRIN INDONESIA.			
Pros	sedur Ope	rasional	
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IT PREV	ENTIVE MA	AINTENANCE	

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PT. NICHIRIN INDONESIA.

PROSEDUR OPERASIONAL

IT PREVENTIVE MAINTENANCE

1. TUJUAN

Prosedur ini bertujuan sebagai aturan dalam melaksanakan proses perawatan berkala setiap inventory yang menjadi tanggung jawab IT Departemen untuk melayani pemakaian alat yang berhubungan dengan komputer agar selalu dalam kondisi normal sehingga tidak mengakibatkan kerusakan yang dapat mengganggu jalannya pekerjaan data proccessing di tiap-tiap departemen.

2. RUANG LINGKUP

Prosedur mencakup aktivitas menjalankan prosedure preventive maintenance sampai dengan menjalankan perawatan berkala untuk setiap peralatan yang menjadi tanggung jawab IT Departemen

3. REFERENSI

3,1 Quality manual

3,2 ISO 9001:2000 Pasal 6.3 Infrastruktur

3,3 ISO 9001:2001 Pasal 8.5.3 Tindakan Pencegahan

4. DEFINISI

Preventive Maintenance : Sistem pemeliharaan secara periodik berdasarkan waktu pemakaian .

5 TANGGUNG JAWAB

Departemen IT

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6 ISI PROSEDUR

A. Flow Process Preventive Maintenance

NO	PIC	DIAGRAM ALIR	DESKRIPSI	DOC TERKAIT
6.1.1	IT	INVENTARIS PERALATAN IT DEPARTEMEN	Pembuatan Data Inventaris semua peralatan yang akan dipelihara oleh IT Departemen	Inventaris IT Departemen
6.1.2	IT	PEMBUATAN JADWAL PERAWATAN	Pembuatan jadwal perawatan peralatan untuk semua inventaris alat yang terdaftar	Schedule Perawatan Komputer
6.1.3	IT	ITEM PERAWATAN YANG AKAN DICEK	Tentukan item-item yang akan dicek saat proses perawatan berkala dilakukan	Check list preventive maintenance
6.1.4	User Terkait	INFORMASI UNTUK PERAWATAN	Informasikan ke Departemant Head dan sosialisasikan ke user atau pemakai dan juga copy schedule ditempel dilokasi yang dapat dilihat oleh personil di departement terkait agar user menyiapkan waktu untuk proses maintenance	Sosialisasi schedule preventive maintenance
6.1.5	User Dept. dan IT Dept	CHECK ADA MASALAH? ADA TDK Prosedur Corrective Maintenance	Jika terdapat trouble atau masalah saat melakukan pengecekan / pemeriksaan peralatan maka tindakan perbaikan dilakukan	Prosedur corrective maintenance
6.1.6	IT Dept.	CATATAN RIWAYAT PERBAIKAN	Catat semua pekerjaan perawatan pada laporan perawatan. Jika ada pergantian sparepart dan ada masalah selama perawatan, catat di kartu riwayat komputer	Control Card Komputer

PT. NICHIRIN INDONESIA.

Prosedur Operasional

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IT PREVENTIVE MAINTENANCE

B. Standar Langkah-Langkah Preventive Maintenance

1. Hardware

a. Monitor

Normal : Monitor menunjukkan warna yang sesuai dengan settingan brightness, contrast, dan colour, tidak berdebu

Penaganan abnormal : Cek control RGB tabung monitor, apakah kabel control terkoneksi dengan tombol setting atau tidak, apabila berdebu bersihkan

dengan kuas. Cek ke pihak eksternal apabila tidak bisa ditangani, jika lebih dari 4 kali rusak lakukan peng

b. Casing

Normal : Tidak lecet, warna tidak pudar, casing tidak pecah, bersih dari debu

Penaganan abnormal : Apabila casing pecah tutup dengan lakban atau lakukan penggantian, apabila berdebu bersihkan dengan kuas

c. Keyboard

Normal : Semua tombol berfungsi, bersih dari debu

Penaganan abnormal : Cek karet bantalan tombol pastikan terkoneksi dengan titik PCB tombol, bersihkan dengan kuas, lakukan penggantian jika masalah berlanjut

d. Mouse

Normal : Tombol dan sensor berfungsi dengan benar

Penaganan abnormal : Apabila tombol tidak berfungsi baik cek karet bantalan tombol, apabila sensor sudah tidak berfungsi dengan benar lakukan penggantian

e. CPU dan RAM

Normal : Sesuai dengan kapasitas saat komputer diserahkan

Penaganan abnormal : CPU tidak sesuai kemungkinan terjadi penggantian, laporkan ke IT Head Dept. RAM tidak sesuai cek per slot apabila mati lakukan penggantian

f. Hard Disk Drive

Normal : Tidak Bad Sector > 20 %, tidak berisik saat komputer bekerja, proses defrag selesai

Penaganan abnormal : Potong bad sector area jika memungkinkan, lebih dari 20% lakukan penggantian

g. Network Adapter

Normal : Berkedip lampu orange dan hijau (LAN), Dapat mendeteksi Hot Spot Area (Wi Fi)

Penaganan abnormal : Cek Ping dengan Command Prompt (CMD) ke network, pastikan reply. Jika tidak ganti network adapter

h. Charger & Battery

Normal : Charger bekerja saat dicolok ke power chord, simbol charging hidup

Penaganan abnormal : Ganti charger dan baterai jika charger tidak bekerja atau baterai tidak terisi saat di charge

i. UPS Server

Normal : Status bar led hijau terindikasi menunjukkan level kekuatan UPS, Server masih hidup saat main power di

Penaganan abnormal : Cek koneksi kabel, ganti cell battery UPS

j. Desktop LTO

Normal : Indikator lampu ready menyala

Penaganan abnormal : Cek koneksi kabel, bersihkan dengan cleaner tape

2. Software

a. Windows Update

Normal : Notifikasi : "Updated With Lattest Update", simbol windows update warna hijau
Penaganan abnormal : Cek koneksi ke server WSUS, daftar ulang keserver WSUS, restart computer suspect

b. AV Update

Normal : Notifikasi : "Updated With Lattest Update", ada tanda hijau di simbol symantec
Penaganan abnormal : Cek koneksi ke server AV, daftar ulang keserver AV, restart computer suspect

c. MSI Update

lormal : Notifikasi : "Installed" versi software terbaru,

Penaganan abnormal : Cek koneksi ke server MSI, daftar ulang ke server MSI, restart computer suspect

d. Windows & Office License

Normal : Status activated, terdapat stiker genuine windows, cek jumlah office license dengan aktual di lapangan
Penaganan abnormal : Aktivasi jika belum, uninstall segera atau beli segera license apabila aktual terinstall berlebih

e. Disk Defragment

Normal : Disk defrag complete, bad cluster/sector < 30%
Penaganan abnormal : Potong bad cluster area, ganti hard disk

f. Backup Exec, SSR

Normal : Proses backup completed
Penaganan abnormal : Restart service, install ulang

g. Antivirus Scan

Normal : Status cleaned atau Quarantined apabila terdeteksi virus, apabila tidak terdeteksi computer cleaned

Penaganan abnormal : Scan dengan antivirus lain, pastikan service yang terscan failed tereliminasi dengan antivirus tambahan tersebut

3. NMP Device

a. Handy Scanner

Normal : Connect dengan access point, semua tombol berfungsi, dapat melakukan scan barcode

Penaganan abnormal : Hard reset (1+9+power), reinstall aplikasi jika hard reset gagal

b. USB Scanner

Normal : Hasil scan dapat terbaca di sistem

Penaganan abnormal : Cek koneksi USB

c. Thermal Printer

ormal : Hasil print dapat terscan

Penaganan abnormal : Bersihkan head, cek konektivitas ke jaringan

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PROSEDUR OPERASIONAL

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IT PREVENTIVE MAINTENANCE

7. LAMPIRAN

- 1 Inventaris IT Departemen
- 2 Check Sheet Server
- 3 Check Sheet NMP Device
- 4 Preventive Maintenance Komputer
- 5 Check Sheet Preventive Maintenance Komputer
- 6 Check Sheet Printer
- 7 List IP Address
- 8 List Spare Parts

PT. NICHIRIN INDONESIA	L.							PODE	ALL ID								Mengetahui Dibuat
								FORE	MULIR				l				Mengetahui Dibuat
NO. REG : FO-IT-002	1-001			TGL. TERBI	r : 01 DE	SEMBER 2012			REV: 00					HALAMAN: 1 DARI 1			Satition
								INVENTO	DRY LIST								Satoshi Santoku Yonatan W. Y Direktur IT Dept
Periode : Desember 2016						н	IARDWARE				SOFTWARE						ETWORK
NO DEPARTMENT	COMPUTER NAME	SEQ PIC	Logon Name	STATUS	TYPE	BRAND		RAM HDD OS	SN	OFFICE		AV PDF Reader	Archiver	Other	MAC ADDRESS	IP ADDRESS	INTERNET ACCESS
	L032011 -Maeda L072011 -Jimmy	1 Mr. Maeda 2 Mr. Jimmy	Maeda Jimmy	Spare Aktif	Notebook	Panasonic Fujitsu S Series			V3DG2-HGPBF-YVY7C-3Y989-RT38X	2010 Pro +	3YMFT-JVH7R-QVF68-KKFC4-BQCVP	Adobe Reader X				DHCP	Full Access
1 BOD	L032011-Santoku P082015-Maeda	3 Mr. Santoku 4 Mr. Maeda	Santoku Maeda	Spare Aktif	Notebook PC	Dell Lattitude ASUS i5	Core I5	Win 7 Pro 32 bit 4 GB 1 TB Win 8.1 Pro 32 Bit	Q6NY7-WWQYB-G99XW-4P64H-QPC7D	2013 H & B	MNVRH -GXHHC -YWFMX -P8VX4 -PPK6Q	Adobe Reader X Kaso EP 10 Adobe Reader X	LHA Plus	N-System, NMP System	1C-87-2C-CC-B1-4A	DHCP	Full Access
	P082015-Santoku	5 Mr. Santoku 6 Mr. Inoue	Santoku Inoue	Aktif Aktif	PC	ASUS 15 Toshiba	Core 15	4 GB 1 TB Win 8.1 Pro 32 Bit 8 GB Win 7 Pro 64 bit	Q6NY7-WWQYB-G99XW-4P64H-QPC7D	2010 Pro +	3YMFT-JVH7R-QVF68-KKFC4-BQCVP 3YMFT-JVH7R-QVF68-KKFC4-BQCVP	Kasp EP 10 Adobe Reader X			14-dd-a9-4d-22-6e	DHCP	Full Access Full Access
Accounting	P052016-Suwandi	7 Mr. Suwandi	Suwandi	Aktif	PC	Dell i3	Core i3-4170 3.70 GHz	4 GB 500 GB Win 10 Pro 32 Bit		2016 H & B	36Y7Y-NR87K-VH2QF-YKVVX-M98YK	Kasp EP 10 Adobe Reader X		Ycom		DHCP	Restricted
Accounting	L122013-Edi L082011-Yasir	8 Mr. Edi 9 Mr. Yasir	Edi Yasir	Aktif Aktif	Notebook Notebook	Lenovo E335 Dell N3010		4 GB 750 GB Win 8 Pro 32 bit 2 GB 500 GB Win 7 Pro 32 bit	MWPCC-NH8YW-PCCHG-YKY6J-9TJYQ P8D7J-QXJT6-VHG27-JGVH7-V34WM		XDC2Q-8Q4TX-JPMJK-BHP2K-F72D6 XDC2Q-8Q4TX-JPMJK-BHP2K-F72D6			N-system, Mizuho, BOT	A4-17-31-C2-1E-65 68:A3:C4:70:5F:FB	DHCP	Restricted Restricted
3 Finance	L122016 - Yasir P042012 - Pipit	Mr. Yasir 10 Ms. Amanda	Yasir Amanda	Aktif Aktif	Notebook	Dell Inspiron 14 3459 Dell Esprimo D580	Core 15 5200U 2.80 GHz	4 GB 500 GB Win 8.1 Pro 32 Bit 2 GB 500 GB Win 7 Pro 32 bit	TYDW3 -JNVR7 - DM6Q3 - W6QQC - D68K3 BX23T - 8RYFH - WRWQF - 8K3JH - TP4TH	2016 H & B	PN23H-X3DB7-FD8W7-WRB9B-F9CMK P3T9N-PQT6G-VC86F-XYB27-9BQTQ	Kasp EP 10 Adobe Reader X		N-system, Mizuho, BOT Pajak pasal 21, 23, 26	40-49-0F-18-4C-F5 F8-0F-41-2A-C3-2D	DHCP	Restricted Restricted
4 PGA	P102013 -Aini	11 Mrs. Nuraini	Aini	Aktif	PC	Dell Esprimo D580	Core 13 550 3.20 GHz	2 GB 320 GB Win 7 Pro 32 bit	THBP3-V2FRH-3M3FY-RD8B7-WXY9K	2010 Std	CR9DD-KFTGY-MKQRG-44P34-TTC8K	Kasp EP 10 Adobe Reader X		1 ajak pasa 21, 23, 20	F8-0F-41-2A-C3-2B	DHCP	Full Access
	P092014 - Lukman L082011 - Asep	12 Mr. Lukman 13 Mr. Asep	Lukman Asep	Aktif Aktif	PC Notebook	Lenovo Edge 73 Dell Vostro 3450	Core 13 M2310 2.10 GHz	2 GB 500 GB Win 8.1 Pro 32 Bit 2 GB 500 GB Win 7 Pro 32 bit	FQWGN -QX829 -6R4W2 -X7XXK -P36TD KHFQG -TR6X4 -PRRVX -V96H6 -VF4YD		8NM9F-DQDFY-C4QRW-HJJYM-KD4P3 3YMFT-JVH7R-QVF68-KKFC4-BQCVP			NMP System	44-37-E6-E1-22-2A BC-77-37-38-39-B6	DHCP	Full Access Full Access
	L082011 -Tisna P052016 -Askur	14 Mr. Tisna 15 Mr. Askur	Tisna Askur	Aktif Aktif	Notebook	Dell N3010 Dell i3		2 GB 500 GB Win 7 Pro 32 bit 4 GB 500 GB Win 10 Pro 32 Bit	CR2FW-YWXYB-PCW8F-QX3MG-KM3WF TTHMN-4PDOO-JBBYO-2TXYX-JXCKM		CR9DD-KFTGY-MKQRG-44P34-TTC8K KJNJJ-YHXB3-WW4K4-HMB49-RM6BK			NMP System	68-A3-C4-6E-81-ED	DHCP	Restricted Restricted
5 QC	P112011 - QC P092014 - QC	16 Mr. Imam 17 Mr. Arif	Imam Arif	Aktif Aktif	PC	Dell Esprimo D580 Lenovo Edge 72	Core 13 550 3.19 GHz	2 GB 320 GB Win 7 Pro 32 bit 2 GB 500 GB Win 8 Pro 32 bit	BFFDK-DFPM6-YXJ4X-8G4TB-YCWQW VY68K-J6JQN-3GQKX-QGWV6-D3R9V	2010 Std	Q8QCQ-H2CYF-T8KWB-89P3C-FGX2D Q8QCQ-H2CYF-T8KWB-89P3C-FGX2D	Kasp EP 10 Adobe Reader X			F8-D1-11-18-40-20 E8:DE:27:0C:F1:BD	DHCP	Restricted Restricted
	L012014 - Elvin	18 Ms. Elvin	Elvin	Aktif	Notebook	Lenovo B490	Core i5 M3230 2.60 GHz	2 GB 500 GB Win 8 Pro 32 bit	X87MF-K7BV9-NHBTC-6QVBD-XHF9V	2010 Std	CR9DD-KFTGY-MKQRG-44P34-TTC8K	Kasp EP 10 Adobe Reader X		Minitab	80:56:F2:EA:52:63	DHCP	Restricted
6 Marketing	L072011 - Marketing L042013 - Ardhie	18 19 Mr. Ardhie	Ardhie	Aktif Aktif	Notebook Notebook	Fujitsu S Series Fujitsu Lifebook B S	Core 13 M370 2.40 GHz Core 13 M380 2.53 GHz	2 GB 500 GB Win 7 Pro 64 bit 1 GB 300 GB Win 8 Pro 32 bit	THPP9-KHJCB-FDXJF-JV7Y2-8YXX4 3Q348-DJ2RB-MPBGN-3FQXM-WHRDH	2010 Pro + 2010 Std	3YMFT-JVH7R-QVF68-KKFC4-BQCVP XDC2Q-8Q4TX-JPMJK-BHP2K-F72D6	Kasp EP 10 Adobe Reader X Kasp EP 10 Adobe Reader X		NMP System NMP System	E8-39-DF-BC-F2-7F 24:EC:99:2C:41:8B	DHCP	Restricted Full Access
7 Purchasing & Prod Ct	L122016 - Ardhie L082011 - Eko	Mr. Ardhie 20 Mr. Eko	Ardhie Eko	Aktif Aktif	Notebook Notebook		Core I5 5200U 2.80 GHz			2016 H & B	DT8QN-X3HQ9-PMW7J-MDY6R-2KCMK Q8QCQ-H2CYF-T8KWB-89P3C-FGX2D	Kasp EP 10 Adobe Reader X		NMP System NMP System	40-49-0F-18-E5-AD 68-A3-C4-6E-81-E8	DHCP	Restricted Restricted
	P102014 - Nelly	21 Ms. Nelly	Nelly	Aktif	PC	Lenovo Edge 73	Core 13 4130 3.40 GHz	2 GB 500 GB Win 8.1 Pro 32 Bit	84NF8-QH87M-89KC8-YY4G4-W8D2Q	2013 H & B	BRKKN-R3JD4-FMRRX-74VKT-P7GKD	Kasp EP 10 Adobe Reader X	7-Zip	NMP System	C0:4A:00:2C:29:6D	DHCP	Restricted
8 Production	L082011 - Ari P092014 - 01	22 Mr. Ari Witanto 23 Mr. Bagas	Ari Margiono	Aktif Aktif	Notebook PC	Dell N3010 Lenovo Edge 73	Core I3 4130 3.40 GHz	2 GB 500 GB Win 8.1 Pro 32 Bit	YMYQ9 -WKH2G -YGXPD -M68R7 -WDDTR TXXY6 -N6FKK -F8CV2 -QKX7T -68Y83	2013 H & B	Q8QCQ-H2CYF-T8KWB-89P3C-FGX2D DFMJM-4NBVH-RVHXB-BGHBR-9WX6Q	Kasp EP 10 Adobe Reader X		NMP System	68-A3-C4-6E-81-E9 E8:DE:27:0C:EC:83	DHCP	Restricted Restricted
	L112011 - Aditya P092014 - MTC	24 Mr. Aditya 25 Mr. Toni	Aditya Toni	Aktif Aktif	Notebook PC	Dell 4110 Lenovo Edge 73	Core 13 2310m 2.10 GHz	4 GB 500 GB Win 7 Pro 32 bit 2 GB 500 GB Win 8.1 Pro 32 Bit	9C7X9-8KY4W-KG8R4-G487B-PF2MG F67N4-2J3R7-CFC2W-CBQJW-4VTTD	2010 Std	Q8QCQ-H2CYF-T8KWB-89P3C-FGX2D 9XNQ4-WD343-FX6KD-FJK4B-YWM23	Kasp EP 10 Adobe Reader X		Autocad LT 2012, NMP System	C0-F8-DA-6C-98-DD E8-DE-27-16-46-22	DHCP	Restricted Restricted
9 Engineering	P032016 - Aji	26 Mr. Aji M 27 Mr. Margiono	Aji	Aktif	PC	Dell i3	Core i3-4170 3.70 GHz	4 GB 500 GB Win 8.1 Pro 32 Bit	Q6NY7-WWQYB-G99XW-4P64H-QPC7D CCHNX-BXJVJ-VJVFB-P9K2W-K2C6D	2013 H & B	C433M-NVQPC-VV2TG-M2VXW-78M23 273BD-BGNDG-9CD9R-XXXJC-PGWC3	Kasp EP 10 Adobe Reader X				DHCP	Restricted
	P112014 - GBPC L012012 - Arry	28 Mr. Arry Yusmihardi	Margiono Arry	Aktif Aktif	Notebook	Lenovo Edge 73 Dell N3010	Core 13 M380 2.53 GHz	2 GB 500 GB Win 7 Pro 32 bit	2VPHP-VB6DD-4DMT3-CYDJC-Y997T	2010 Std	XDC2Q-8Q4TX-JPMJK-BHP2K-F72D6	Kasp EP 10 Adobe Reader X		Ycom, AHM Portal, NMP System	44-37-E6-E0-B1-C0 8C-A9-82-25-DA-EC	DHCP	Restricted Restricted
10 Warehouse	BACKUPPC01 WHPC02	29 Mrs. Intan 30 Mr. Husen	Intan Husen	Aktif Aktif	PC PC	Lenovo Edge 72 Dell Esprimo D580	Core 13 CPU550 3.20 GHz	2 GB 500 GB Win 7 Pro 32 bit 2 GB 300 GB Win 7 Pro 32 bit	BPTHC -3QGHW -3YFTJ -Y6QFP-YCX4P 23RKM -489PP-T8WWX -4WMBH -FVQP3	2010 Std	XDC2Q-8Q4TX-JPMJK-BHP2K-F72D6 XDC2Q-8Q4TX-JPMJK-BHP2K-F72D6	Kasp EP 10 Adobe Reader X		NMP System	90-61-0C-15-72-79 F8:D1:11:B3:DE:D3	DHCP	Restricted Restricted
	WHPC03 L112011-Yonatan	31 Ms. Angyanita 32 Mr. Yonatan	WHOP Administrator	Aktif Aktif	PC Notehool	ASUS i3 Dell Vostro 3400	Core i3-4160 3.20 GHz	2 GB 500 GB Win 8.1 Pro 32 bit 4 GB 350 GB Win 7 Pro 32 bit	Q6NY7-WWQYB-G99XW-4P64H-QPC7D BPTHC-3QGHW-3YFTJ-Y6QFP-YCX4P	2013 H & B	QNMR3 -WFXBR -7HH8W -XWJ6B -BBFP3 3YMFT -JVH7R -QVF68 -KKFC4 -BQCVP	Kasp EP 10 Adobe Reader X	7-Zip	NMP System NMP System	F8:D1:11:B3:DE:D3 90-00-4E-8B-51-52	DHCP	Restricted Full Access
	P112011 -Irfan	33 Mr. Irfan	Administrator Administrator	Aktif	PC	Dell Esprimo D580	Core 13 550 3.20 GHz	2 GB 320 GB Win 7 Pro 32 bit 2 GB 320 GB Win 7 Pro 32 bit 2 GB 320 GB Win 7 Pro 32 bit	TPFFB-6C67K-X2HC8-FJ6GD-VC4GG	2010 Std	CR9DD-KFTGY-MKQRG-44P34-TTC8K	Kasp EP 10 Adobe Reader X	7-Zip	NMP System	F8:0F:41:2A:C1:7E	DHCP	Full Access No Access
	Senam-PC NIDSVR01	34 IT 35 Yonatan	Administrator	Senam Aktif	PC Server	Lenovo Edge 71 Fujitsu RX3000	Xeon E5620 2.4 GHz	8 GB 850 GB Win Svr 08 R2 64 bit	9BCBD -BWQVT -RKG63 -XGTYC -MB6YR HRMGF -KG3C4 - VDGHQ -GFGM8 -FDG87	2013 H & B	NMQGG-83PG8-CDCTF-QCGQB-92B23	Adobe Reader X Kasp EP 10		Sym Backup Exec Server, Agent for AD, Re	ec 00:19:99:B8:51:B2	DHCP 172.30.2.2	No Access Full Access
	NIDSVR02 NIDSVR03	36 Yonatan 37 Yonatan	Administrator Administrator	Aktif Aktif	Server Server	Fujitsu RX3000 Fujitsu RX3000			HRMGF-KG3C4-VDGHQ-GFGM8-FDG87 HRMGF-KG3C4-VDGHQ-GFGM8-FDG87			Kasp EP 10 Kasp EP 10		Sym Recovery System Sym Backup Exec Server, Recovery System		172.30.2.3 172.30.2.4	Full Access
1 IT	NIDSVR04 NIDSVR05	38 Yonatan 39 Yonatan	Administrator Administrator	Aktif Aktif	Hyper V	Virtual Machine HV	Xeon E5620 2.4 GHz	4 GB 450 GB Win Svr 08 R2 64 bit	HRMGF-KG3C4-VDGHQ-GFGM8-FDG87 BPTHC-3OGHW-3YFTJ-Y6OFP-YCX4P			Kasp EP 10 Kasp EP 10		Sym Backup Agent for Hyper V, AV manage Sym Backup Agent for SQL, SQL Server, R		172.30.2.5 172.30.2.6	Full Access
	Prodpc-01	40 Yonatan	Prodop	Aktif	PC PC	Lenovo Edge 71	Dual Core G360 2.7 GHz	2 GB 500 GB Win 7 Pro 32 bit	Q28B9-RV6FB-P8K2B-G37QW-9TTBJ			Kasp EP 10		NMP System	F8-D1-11-B3-ED-FE	172.30.2.201	No Access
	Prodpe-02 Prodpe-03	41 Yonatan 42 Yonatan	Prodop Prodop	Aktif Aktif	PC PC	Lenovo Edge 71 Lenovo Edge 71	Dual Core G360 2.7 GHz Dual Core G360 2.7 GHz	2 GB 500 GB Win 7 Pro 32 bit 2 GB 320 GB Win 7 Pro 32 bit	BBQXK-RCCKP-CTHMR-KC394-GQ2CW XBCVQ-JTKRM-YQRYB-FFV9H-4PYR2			Kasp EP 10 Kasp EP 10		NMP System NMP System	F8-D1-11-B3-DE-D3 F8-D1-11-B3-FF-66	172.30.2.202 172.30.2.203	No Access No Access
	Prodpc-04 WHPC01	43 Yonatan 44 Irfan	Prodop Administrator	Aktif Attendance	PC PC	Lenovo Edge 71 Dell Esprimo D580	Dual Core G360 2.7 GHz Core I3 CPU550 3.20 GHz	2 GB 320 GB Win 7 Pro 32 bit 2 GB 300 GB Win 7 Pro 32 bit	D32RG-7TPD9-KRC7X-JQ7C6-488Q4 H8PHP-JF6XP-WMMTJ-8TWP6-6CTPX			Kasp EP 10 Adobe Reader X		NMP System NMP System	F8-D1-11-18-5F-3B F4-EC-38-95-73-37	172.30.2.204 172.30.2.199	No Access No Access
12 IT Room	L112011 -Intan	45 Irfan	Administrator	CCTV On Outgoing Dut		Lenovo S13	Atom NSSO 1.5 0 GHz	1 GB 300 GB Win 7 Pro 32 bit	GDC6D -P7GHK-8FK7J-224RB-PR3TF			Adobe Reader X		Ycom, AHM Portal, NMP System	AC-81-12-38-C8-7C	DHCP	Full Access
	S13 Backup 2	46 Budi 47 Dinsar	· On outgoing duty	On Outgoing Dut	y Notebook	Lenovo S13 Lenovo S13	Atom N550 1.5 0 GHz : Withdrawn from user	1 GB 300 GB Win 7 Pro 32 bit 1 GB 300 GB Win 7 Pro 32 bit	22F6G -JRDD6-X24JQ -FJWM6-CJTF8 TQPVM-2HQVX-H7BH2-C6TWP-9CRQW : Nichirin Japan property		Undate				AC-81-12-4D-D7-E7		No Access
		SOF	TWARE LIST						1		ER LIST				CAMERA DEVICE		
NO SOFTWARE TYPE 1 Server	Win Svr 08 R2 64 bit	E NAME	INSTALLED 5	LICENSE 3	SPARE -2	2 Virtual by Hyper V	STATUS OK	NO COMPUTER 1 Notebook	TYPE Fujitsu S Series	USED 2	REMARK	STOCK TOTAL	OK OK	NO DEVICE 1 DCS-5020L (D-LINK)	LOKASI PRODUCTION	TOTAL 2	STATUS AKTIF
2 Server 3 Server 4 Server	Symantee Backup Exec Server Syme Backup Exec Agent for AD Syme Backup Exec Agent for SQL		1	1	0		OK OK	2 Notebook 3 Notebook	Lenovo S13 Dell N3010 Dell Vostro 3450	5	2 nichirin japan	3 6 0 5	OK OK	2 DCS-5222L (D-LINK) 3 ESCAM Q6320WIFI 4 CAMERA DIGITAL (SONY DSC-WXS	PRODUCTION STORAGE BO PGA	1	AKTIF AKTIF AKTIF
5 Server 6 Server	Symc Backup Exec Agent for Hyp Symc System Recovery Server	er V	2 5	2 5	0		OK OK	5 Notebook 6 Notebook	Dell Vostro 3400 Dell 4110	1 1		0 1 0 1	OK OK	5 CAMERA DIGITAL (SONY DSC-W83 6 CAMERA DIGITAL (SAMSUNG N36	30) QC	1 1	AKTIF NG
7 Server 8 Client 9 Client	Microsoft SQL Server 2008 Win 7 Pro 32 Bit Win 7 Pro 64 Bit		1 25	1 30	3		OK OK	7 Notebook 8 Notebook	Panasonic Dell Lattitude Fujitsu B Series	1 1	Nichirin japan	0 1 0 1	OK OK				
9 Client 10 Client	Win 7 Pro 64 Bit Win 8 Pro		3 4	4	-1	-1 lisensi nichirin jepan	OK OK	9 Notebook 10 Notebook	Fujitsu B Series Lenovo B490	1		0 1	OK OK				
12 Client 13 Client	Office 2010 Std Win 8.1 Pro		15 11	21	6		OK OK	12 Notebook 13 PC	Dell Inspiron 14 3459 Dell Esprimo D580	2		0 2	OK OK		SCANNER DEVICE		
14 Client 15 Client	Office 2010 Pro Plus Symc End Point Protection 12.1 C	Client	6	5 35	-1 35	+2 lisensi nichirin jepan	OK OK	14 PC 15 PC	Lenovo Edge 71 Lenovo Edge 72	5 2		0 5 0 2	OK OK	NO DEVICE 1 EPSON GT-1500	LOKASI PRODUCTION	TOTAL 1	STATUS AKTIF
16 Client 17 Client	Win Svr 2008 User Cal Minitab		41 1	40 1	-1 0		OK OK	16 PC 17 PC 18 PC	Lenovo Edge 73 Asus i5	5 2		0 5 0 2	OK OK				
18 Client 19 Client	Corel Draw X7 Office Home & Business 2013		1 10	1 10	0		OK OK	18 PC 19 PC	Asus i3 Dell i3	1 3		0 3	OK OK				
0 Client	Office Home & Business 2016		4	3	-1	1	OK		Total	PC Server RX300		21 14 3	38				
		PRIN	TING DEVICE												PAPER SHREDDER DEV	ICE	
O PRINTER NAME	TONNER	LOKASI	PRINTER QTY	TONNER QTY		KONDISI	STATUS		SERVER UNINTERUPTIBLE I	POWER SUPPLY				NO DEVICE 1 KRISBOW S290	LOKASI SERVER ROOM	TOTAL 1	SPARE SPARE
HP Laser Jet CP 1520 Epson T1100	On CE320A, CE321A, CE322A, CE32: T1033,T1032,T1034,T073 H	3.0 Storage Office	1	(i)(2 1		NG	Non-Aktif Non-Aktif	NO DEVICE	SUPPLY	STATUS	KONDISI			2 KRISBOW S273A	OFFICE	1	AKTIF
3 Epson T1100 4 Epson T1100	T1033,T1032,T1034,T073 H T1033,T1032,T1034,T073 H	Main Office Lt2 Main Office Fct2	1	1		OK OK	Aktif Aktif	2 APC UPS 1000 -2		Aktif Aktif	OK OK						
Epson L360 HP Laser Jet P1100	T1033,T1032,T1034,T073 H CE285A	QC Room Warehouse	1	1 4		OK OK	Alctif Alctif	3 APC UPS 1000 -2 4 APC UPS 1500 -1	NIDSVR01	Non-Aktif Aktif	NG OK	1					
HP Laser Jet P1100 HP Laser Jet P1100 Canon IR 3245	CE285A CE285A	Factory 2 Prod. Office Prod.Office	1	1		OK OK	Aktif Aktif Aktif	5 APC UPS 1500 -2 6 APC UPS 1500 -3	NIDSVR02 NIDSVR03	Aktif Aktif	OK OK	1					
Epson LX 300 Epson LX 300		Main Office Lt2 Main Office Lt2	1 1	1 1		OK OK	Aktif Aktif										
2 Epson LQ 2190 3 Kyocera TA-4501i		Warehouse, R. Storage Main Office Lt2	2 2	2 2		1 "OK", 1 "NG" OK	Aktif Aktif										
		NETV	ORK DEVICE		_		_		BACKUP DEVIC	E							
O DEVICE TYPE	DEVICE NAME	IP ADDRESS	KONDISI	LOKASI	STATUS				INSTALLED								
Firewall Firewall Firewall	Fortigate 50B Fortigate 50B Fortigate 50B	172.30.2.1 172.30.2.1	OK OV	Server Room Server Room Server Room	Spare			1 Desktop LTO2 2 Tape Backup 3 External Hard Disk	10	0 16	OK NG 1						
3 Firewall 4 LAN Switch 5 LAN Switch 6 Wireless AP	Ciaco SG 300-28 Ciaco SG 300-28	172.30.2.23 172.30.2.24	OK OK	Server Room Office	Aktif				NMP BARCODE DE	VICE		=					
5 Wireless AP 7 Wireless AP 8 Wireless AP	Motorola AP 6521 Motorola AP 6521	172.30.2.21 172.30.2.22	OK OK	Panel Produksi Server Room	Aktif			NO DEVICE	INSTALLED	SPARE	KONDISI						
B Wireless AP D Wireless AP O Wireless AP	Speed Up 8830 MBR Linksys E3000 TL-WA901ND	172.30.2.20 172.30.2.25 172.30.2.26	OK OK	Server Room WH Roof Produksi	Aktif			1 Handy Scanner 2 USB Scanner 3 Portable Printer	6	2	OK OK	1					
	TL-WA901ND	172.30.2.27	OK OK	QC	Aktif			4 Desktop Printer	5 8	0 2	OK OK	1					
1 Wireless Modem 2 USB Modem	Speedup My Wifi Speedup 8000 USB Modem	192.168.1.1 192.168.1.1	OK OK	Server Room Server Room	Spare Spare	1		5 Handy Scan Charger 6 Port. Printer Charger	2	4	OK OK	1					
		PI	X DEVICE														
DEVICE NAME 1 PBX TERMINAL	INSTALLED 1	SPARE 0		OK OK	Server Ro	LOKAS	и										
1 PBX TERMINAL 2 MDF TERMINAL 3 UPS 4 DIGITAL PHONE	1	0		OK	Server Ros	om om st: 1. BOD Room: 2		NO DEVICE	FAX MACHINE INSTALLED	SPARE	KONDISI						
4 DIGITAL PHONE 5 ANALOG PHONE	13	5		OK NG 1	Office: 5, 1 MTC - 1	st : 1, BOD Room : 2 R. Meet : 1, Prod : 1, QC : Sec : 1, Fac-2 : 1	1, WH: 1, RCV: 1, IT: 1,	1 Brother FAX 2820	1	0	OK	_					
EV TANGGAL	ı				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				ISI REVISI								DISETUJUI DIBUAT
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FORMULIR TGL TERBIT: 14 MEI 2012 NO. REG : FO-PO-IT-02-02 REV : 01 HAL: 1 DARI 7 **FORM CHECK SHEET SERVER** period: 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 NIDSVR01 Virus Devinition Batch ile Back up (20/69.9GB) (200/527GB) HDD Capacity E (100/236GB) USB (1.81TB) Application Even Log ystem Monitor RAID Manager arning LED Tape change Duration Shutdown 04:00 - 06:00 AM DATE DATE DATE 0ther MSI Update ADOBE READER ACTIVE X JAVA Checked By Confirm By ٧ : OK : NG

Rev	Tanggal	Isi Revisi	Disetujui	Dibuat
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2				
1	24/05/2016	Penambahan Kolom MSI Update	Asep. R	Yonatan. W.Y

FORMULIR TGL TERBIT: 14 MEI 2012 REV : 00 HAL : 2 DARI 7 NO. REG : FO-PO-IT-02-02 **FORM CHECK SHEET SERVER** period: 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 NIDSVR02 Virus Definition File Backup (20/69.9GB) HDD Capacity (200/529GB) (100/236GB) System System Monitor RAID Manager Marning LED Duration Shutdown 04:00 - 06:00 AM Checked By Confirm By : OK Rev Tanggal Isi Revisi Disetujui Dibuat 2 1

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/irus Definition	1																														
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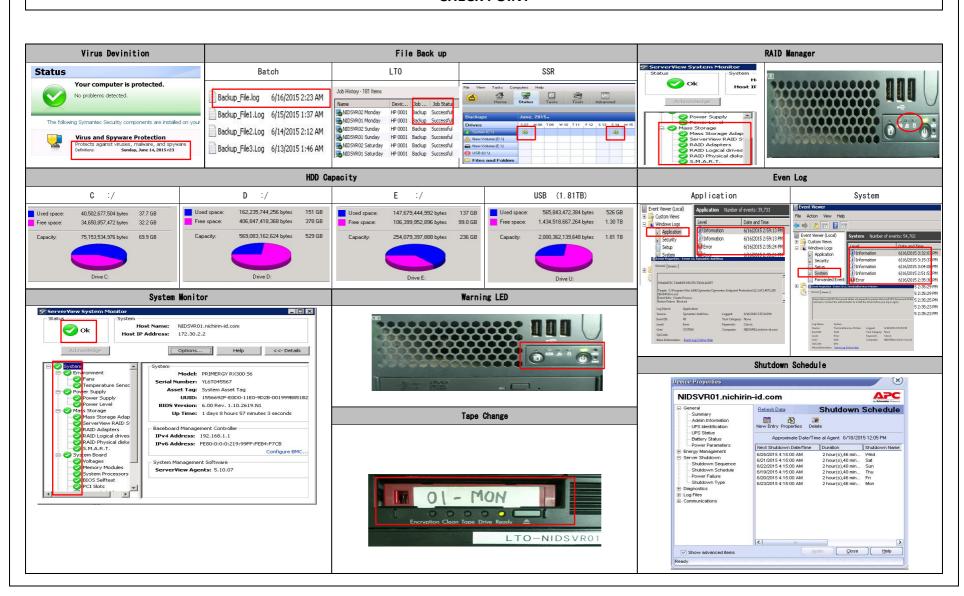
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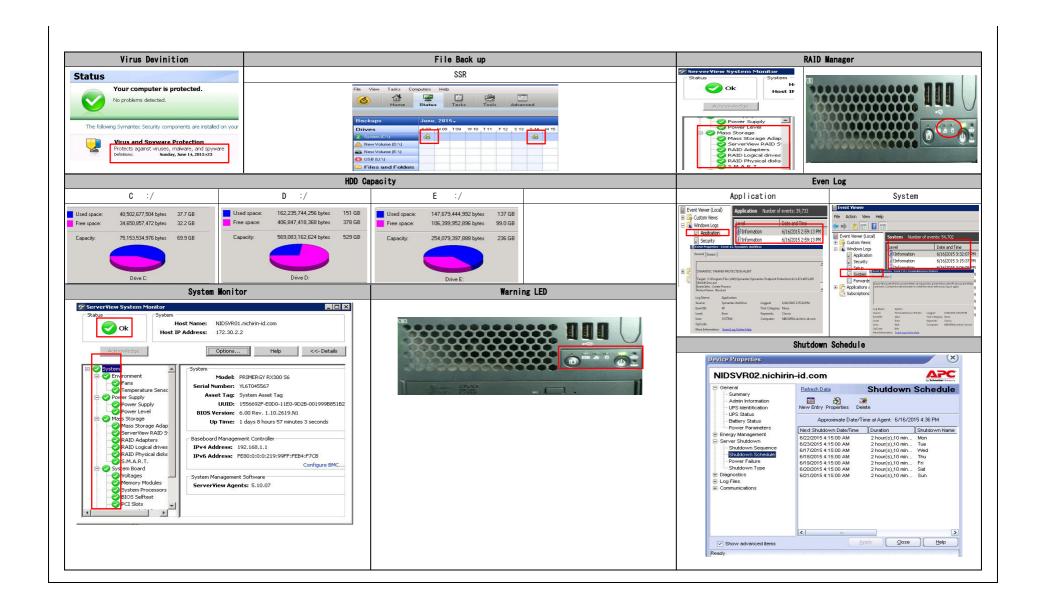
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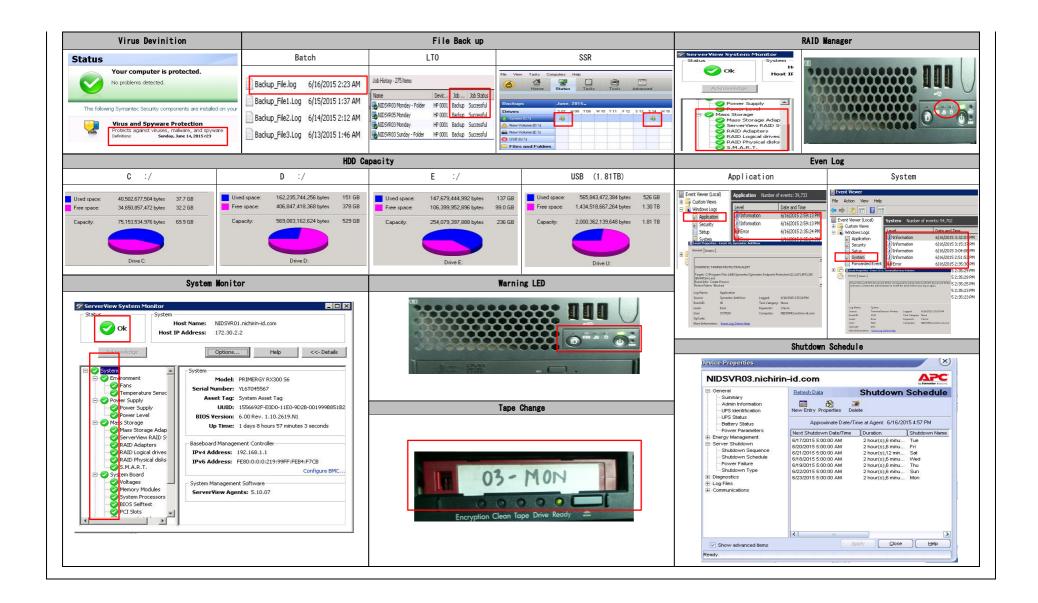
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NIDSVR05		1 2	3	4	3	6	7	8	9	10	11	12	13	14	5 1	, 17	10	19	20	21	22	23	24	23	20	21	20	29 3	-
irus Definition																													
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ven Log	System																												
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	CHECK SHEET NMP DEVICE														1			Sa	atoshi Sa Direkt		Yonata IT. Dep	an W.Y	
Period	le :									•		, ,]	,	<u></u>		Dilek	ui		

Peri	eriode : D HANDY SCANNER NAME ITEM CHECK 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30																																
No	HANDY SCANNER NAME	ITEM CHECK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	BHT02	ping ke 172.30.2.221 < 2000 ms																															
		Scan Barcode																															
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2	BHT03	ping ke 172.30.2.223 < 2000 ms																															
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		Cek Kebersihan																															
3	BHT04	ping ke 172.30.2.224 < 2000 ms																															
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		masuk Ke Menu NMP																															
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4	BHT05	ping ke 172.30.2.225 < 2000 ms																															
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		masuk Ke Menu NMP																															
		Cek Kebersihan																													i		

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No PRINTER NAME	ITEM CHECK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1 PBHT02	ping ke 172.30.2.201 < 2000 ms																													Ш		
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2 PBHT03	ping ke 172.30.2.203 < 2000 ms																															
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3 PBHT04	ping ke 172.30.2.204 < 2000 ms																															
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4 PBHT05	ping ke 172.30.2.205 < 2000 ms																															
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5 CT412i - WH	Cek On Line																															
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6 CT412i - PROD1	Cek On Line																															
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7 CT412i - PROD2	Cek On Line																															
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	CHECK SHEET NMP DEVICE		1	Sato
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Diperiksa	Dibuat
Satoshi Santoku	Yonatan W.Y
Direktur	IT. Department

No	DEVICE TA	ANGGAL	MASALAH	ANALISA	COUNTERMEASURE	PIC

No	Tanggal	Isi Revisi	Disetujui	Dibuat
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			SCHEDULE PREVENTIVE MAIN	TENANCE IT													Sa		Santo	ku	+	Yonata T Depa			IT I	Irfan	M temen	
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No		Device Name	PIC	Paraf PIC		Jı				Αι				Se					ct			No				Dec		
	2 opurement, 200ution				I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II		IV
2	BOD	P082015-Maeda P082015-Santoku	Mr. Maeda Mr. Santoku																									$\frac{0}{0}$
3		P052015-Santoku P052016-Suwandi	Mr. Suwandi									0													-	-	+	\cup
4	Accounting	L122013-Edi	Mr. Edi						0			\circ													-	-	+	-
5		L082011-Yasir	Mr. Yasir								0																-+	-
6	Finance	P042012-Bunga	Ms. Bunga						0)																-+	-
7		L082011-Ari	Mr. Ari Witanto															\circ										_
8	Fitting	P112014-GBPC	Mr. Margiono												0			\cup		 	1		+				-+	\dashv
9		P102013-Aini	Mrs. Nuraini											0					 	1	1			-	-+	-+	+	\dashv
10	PGA	P092014-Lukman	Mr. Lukman											\cup						 	1		+	0			-+	\dashv
11		L082011-Asep	Mr. Asep									0							 	1	1			$\overline{}$	-+	-+	+	\dashv
12	1	L082011-Asep L082011-Tisna	Mr. Tisna								0								 	1	1			-	-+	-+	+	\dashv
13		P052016-Askur	Mr. Askur								Ö								 	1	1			-	-+	-+	+	\dashv
14	QC	L012014-Elvin	Ms. Elvin										0														_	_
15	1	P092014-QC	Mr. Arif					0																			_	_
16	†	P112011-QC	Mr. Imam											0										-			-+	-
	Marketing	L072011-Andini	IT					0						$\overline{}$													-+	-
18	Warketing	L042013-Ardhie	Mr. Ardhie										0											-			-+	-
	Purchasing	L082011-Eko	Mr. Eko														0							-			-+	-
20	- dremasing	P102014-Nelly	Mrs. Nelly														ŏ										-+	\dashv
21		L092011-Nuryadi	Mr. Yonatan															0									-+	\dashv
22	Production	P092014-01	Mr. Bagas					0)									-	=
23		L112011-Aditya	Mr. Aditya																0								-	=
24	Engineering	P092014-MTC	Mr. Toni																					0			_	_
25		P032016-Aji	Mr. Aji M																			0					-	=
26		L012012-Arry	Mr. Arry Yusmihardi																					0			-	=
26 27 28		BACKUPPC01	Mrs. Intan																				0				-	=
28	WH	WHPC02	Mr. Husen																			\circ					_	_
29		WHPC03	Ms. Anggyanita																			ŏ					-	=
30		P102014-Irfan	Mr. Irfan																			Ŭ					0	
31		L112011-Yonatan	Mr. Yonatan																								ŏĖ	=
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33	^{TT}	Attendance-PC	Mr. Irfan																							ŏΙ	$\neg \dagger$	\neg
29 30 31 32 33 34 35	1	CCTV-PC	Mr. Irfan																0							Ť	\neg	\neg
35	1	L092011-Tri	IT					0											Ť								\neg	\neg
36	Production	Prodpc-01	Mr. Irfan													0												\neg
	Production	Prodpc-02	Mr. Irfan									0																\neg
	Production	Prodpc-03	Mr. Irfan									Ŏ																\neg
39	Production	Prodpc-04	Mr. Irfan													0												\neg
40	Production Office	EPSON GT-1500	Mr. Bagas					0																				\neg
41	Office 2nd floor	Epson T1100	Mr. Irfan			0																						
42	Office 2nd floor	Canon IR3245	Mr. Irfan			Ŏ				0				0				0				0				C		
43	Accounting	Epson LX300	Mr. Suwandi						0																			
44	PGA	Epson LX300	Mr. Lukman						0								ĺ											\neg
45	Delivery	Epson LQ2180	Mrs. Intan					0																				\neg
46	Production Office	HP P1100	Mr. Bagas																							0		
47	Factory 2	Epson T1100	Mr. Ari Witanto					0																				
48	Factory 2	HP P1100	Mr. Ari Witanto																							0		
49	QC	Epson L360	Mr. Tisna																					0				
50	Receiving	HP P1100	Ms. Anggyanita																							0		
	O : Plan	• : Actual																										

FORMULIR NO. REG : FO-PO-IT-02-05 TGL TERBIT: 3 DESEMBER 2011 REV : 00 HAL: DARI CHECK SHEET PREVENTIVE MAINTENANCE KOMPUTER

Diperiksa	Dibuat
Yonatan W.Y	Irfan M.
IT Departemen	IT Departemen

Device Name : PIC :

Туре

NO	KLASIFIKASI	ITEM PENGECEKAN	PARAMETER OK		TGL:		TGL:
NO	KLASIFIKASI	HEIVI PENGECERAN	PARAINETEROR	HASIL CEK	TINDAK LANJUT	HASIL CEK	TINDAK LANJUT
1		Monitor	Monitor bersih dari debu/coretan	OK / NG		OK / NG	
1		Monitor	Komposisi warna layar OK	OK / NG		OK / NG	
2		Perangkat Komputer	Bersih dari debu/coretan	OK / NG		OK / NG	
2		Perangkat Komputer	Casing tidak pecah	OK / NG		OK / NG	
3		Perangkat Keyboard	Bersih dari debu / kotoran lain	OK / NG		OK / NG	
3		Perangkat keyboard	Semua tombol berfungsi	OK / NG		OK / NG	
4		Perangkat Mouse	Bersih dari debu / kotoran lain	OK / NG		OK / NG	
4	HARDWARE	Perangkat Wouse	Semua tombol berfungsi	OK / NG		OK / NG	
5		Kapasitas CPU	Sesuai dengan data penyerahan	OK / NG		OK / NG	
6		Kapasitas RAM	Sesuai dengan data penyerahan	OK / NG		OK / NG	
7		Kapasitas HDD	Sesuai dengan data penyerahan	OK / NG		OK / NG	
8		Network Adapter	Ping test ke server reply	OK / NG		OK / NG	
9		Konektivitas Charger	Charging saat di koneksikan	OK / NG		OK / NG	
10		Kekuatan Baterai	Hidup tanpa koneksi charger	OK / NG		OK / NG	
11		Sticker SN Windows	Sesuai dengan data penyerahan	OK / NG		OK / NG	
12		Windows Update	Status up to date (warna hijau)	OK / NG		OK / NG	
13		Antivirus Update	Status up to date (warna hijau)	OK / NG		OK / NG	
14		Other software update	Java, active x, adobe reader	OK / NG		OK / NG	
15		Fungsionalitas OS	Tidak lambat saat eksekusi	OK / NG		OK / NG	
16	SOFTWARE	License Office	Sesuai data penyerahan,activated	OK / NG		OK / NG	
17	SUFTWARE	License Windows	Sesuai data penyerahan,activated	OK / NG		OK / NG	
18		Disk Defragment	Defrag semua drive	OK / NG		OK / NG	
19		HD Space	Min 30% dari total	OK / NG		OK / NG	
20		Scan Antivirus	Scan semua drive	OK / NG		OK / NG	
21		Cek Program Ilegal	Scan program bajakan	OK / NG		OK / NG	

No	o REVISION CONTENT	MADE BY	APPROVED
1			
2			
3			

	FORMULIR			Diperiksa	Diperiksa	Dib
NO. REG : FO-PO-IT-02-09	TGL TERBIT: 4 JANUARI 2013	REV : 01	HAL: DARI	Cather		
	CHECK SHEET PREVENTIVE MAINTI	ENANCE PRINTER		Satoshi Santoku Direktur	Yonatan W.Y IT Depa	Irfa artemen

Dibuat

Irfan M.

NO	NO KLASIFIKASI ITEM CHECK	ITEM CHECK	PARAMETER OK			TGL:		TGL:
NO	KLASIFIKASI	TEW CIECK	PARAMETER OR	HASIL CEK	1	TINDAK LANJUT		TINDAK LANJUT
1	Inl. ink	Carteida	Head cartridge tidak bocor	OK / NG			OK / NG	
1	Ink jet	Cartridge	Cartridge terpasang sesuai portnya	OK / NG			OK / NG	
2	Ink jet	Tank & Hose	Tidak ada sekat udara pada hose	OK / NG			OK / NG	
2	ilik jet	Talik & Hose	Tinta dari tank mengalir pada cartridge	OK / NG			OK / NG	
3	Dot matrix	Pin	Semua pin tidak ada yang patah	OK / NG			OK / NG	
3	Dot matrix	PIII	Hasil print rangkap 6 masih terlihat	OK / NG			OK / NG	
4	Dot matrix	Ribbon	Lipatan ribbon tertata rapi	OK / NG			OK / NG	
4	Dot matrix		Ribbon tidak sobek	OK / NG			OK / NG	
5	Laserjet	Toner	Toner terdeteksi oleh printer	OK / NG			OK / NG	
6	All Type	Alignment	Dapat mengeprint garis tanpa terputus	OK / NG			OK / NG	
7	All Type	Print Remaining	Masih dapat melakukan cetak 50 sheets	OK / NG			OK / NG	
8	All Type	Network Adapter	Print status ready saat printer hidup	OK / NG			OK / NG	
9	All Type	Power Adapter	Indikator power hidup	OK / NG			OK / NG	
10	All Type	Kebersihan	Bebas debu dan cipratan tinta/toner	OK / NG				

No	o REVISION CONTENT	MADE BY	APPROVED
3			
2			
1	Penambahan kolom paraf untuk PIC komputer	Yonatan W.	Asep R.

PT. NICHIRIN INDONESIA.	FO	RMULIR	
NO : FO-PO-IT-02-07	REV : 00	TGL : 3 DES 2012	HAL: 1 DARI 1
	LIST I	P ADDRESS	

Disetujui	Dibuat
Satoshi Santoku	Yonatan W.Y
Direktur	IT Departemen

NO	DEVICE GROUP	IP RANGE	ID HEED.
	Gateway - Firewall - Proxy		IP USED
1	Fortigate	172.30.2.1	172.30.2.1
	Servers		172.30.2.2-172.30.2.6
_	NIDSVR01 NIDSVR02	⊢ ⊢	172.30.2.2 172.30.2.3
2	NIDSVR03	172.30.2.2 - 172.30.2.10	172.30.2.4
	NIDSVR04 NIDSVR05	_	172.30.2.5 172.30.2.6
-	Printer Devices	172 20 2 11 172 20 2 10	172.30.2.11 - 172.30.12
3	Canon Image Runner 4570	172.30.2.11- 172.30.2.19	172.30.2.11
	Network Devices Access Point Speed Up	_	172.30.2.20 - 172.30.2.27 172.30.2.20
	Wing-5 Motorola AP 6521 (NID-Warehouse)		172.30.2.20
	Wing-5 Motorola AP 6521 (NID-Office) Core Switch Cisco SG300	473 20 2 20 473 20 2 20	172.30.2.22
4	Core Switch Cisco SG300 Core Switch Cisco SG300	172.30.2.20 - 172.30.2.29	172.30.2.23 172.30.2.24
	Access Point Linksys (NID-LINK)		172.30.2.25
	Access Point TP-LINK (NID-PROD) Access Point TP-LINK (NID-QC)	-	172.30.2.26 172.30.2.27
	BOD		172.30.2.30 - 172.30.2.34
5	P082015-Maeda	172.30.2.30 - 172.30.2.34	172.30.2.33
,	L072011-JIMMY	172.30.2.30 - 172.30.2.34	172.30.2.31
	P082015-Santoku Accounting		172.30.2.34 172.30.2.35 - 172.30.2.36
6	P052016-Suwandi	172.30.2.35 - 172.30.2.39	172.30.2.35
_	L122013-Edi		172.30.2.36
7	Finance		172.30.2.40 - 172.30.2.41
	L072011-YASIR	172.30.2.40 - 172.30.2.45	172.30.2.40
8	P042012-Bunga Engineering		172.30.2.41 172.30.2.46 - 172.30.2.49
	L112011-Aditya	-	172.30.2.46 - 172.30.2.49
	P092014-MTC	172.30.2.46 - 172.30.2.51	172.30.2.47
	P032016-Aji		172.30.2.48
9	P112014-GBPC Marketing		172.30.2.49 172.30.2.52-172.30.2.53
9	L082011-Asep	172.30.2.52 - 172.30.2.57	172.30.2.52
	L072011-Marketing		172.30.2.53
10	Purchasing		172.30.2.58 - 172.30.2.60
	L042013-Ardhie	172.30.2.58 - 172.30.2.62	172.30.2.58
	L082011-Eko P102014-Nelly	-	172.30.2.59 172.30.2.60
11	PGA		172.30.2.63 - 172.30.2.64
	P102013-Aini	172.30.2.63 - 172.30.2.67	172.30.2.63
42	P092014-Lukman		172.30.2.64
12	Production L082011-Ari	172.30.2.68 - 172.30.2.75	172.30.2.68 - 172.30.2.69 172.30.2.68
	P092014-01		172.30.2.69
13	QC		172.30.2.76 - 172.30.2.80
	L082011-Tisna	_	172.30.2.76
	P052016-Askur P112011-QC	172.30.2.76 - 172.30.2.85	172.30.2.77 172.30.2.78
	P092014-QC	-	172.30.2.76
	L012014-Elvin		172.30.2.80
14	Warehouse		172.30.2.86 - 172.30.2.89
	L012012-Arry BACKUPPC01	172.30.2.86 - 172.30.2.91	172.30.2.86
	WHPC02	1/2.30.2.86 - 1/2.30.2.91	172.30.2.87 172.30.2.88
	WHPC03		172.30.2.89
15			172.30.2.92 -172.30.2.240
	L112011-Yonatan	_	172.30.2.160
	P112011-Irfan Prodpc-01	172.30.2.92 - 172.30.2.240	172.30.2.107 172.30.2.231
	Prodpc-02	1/2.30.2.32 - 1/2.30.2.240	172.30.2.231
	Prodpc-03		172.30.2.233
	Prodpc-04		172.30.2.234
	Guest	192.168.10.3 (/24)	473 20 3 204 473 20 3 220
17	Mobile Printer For Warehouse PBHT01	- 	172.30.2.201 - 172.30.2.220 172.30.2.201
	PBHT02	-	172.30.2.201
	PBHT03	172.30.2.201 - 172.30.2.220	172.30.2.203
	PBHT04	_	172.30.2.204
	PBHT05 PBHT06	_	172.30.2.205
18	Handy Scanner For Warehouse		172.30.2.206 172.30.2.221 - 172.30.2.240
	BHT01	_	172.30.2.221
	BHT02		172.30.2.222
	BHT03	172.30.2.221 - 172.30.2.240	172.30.2.223
	BHT04 BHT05	<u> </u>	172.30.2.224
	внт06	- 	172.30.2.225 172.30.2.226
19	PC for Final Inspection	172.30.2.241 - 172.30.2.250	172.30.2.220

Karawang, 14 Oktober 2016

NO	TANNGAL	ISI REVISI	DISETUJUI	DIBUAT
3				
2				
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	I.			

P7	r. N/	CHIRIN	INDO	NESIA	۹							
						F	ORMU	JLIR				
	No :	FO-IT-02	2-08	Тд	I. Terb	it : 13-01	-2014		Revisi : 0		Hal	aman : 1 dari 1
			FC						RANG	KA	TIT	
	No	1	Nama Per	miniam		Dengi	temen	Tana	gal Pinjam	Tana	gal Kembal	i Sign
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Revisi ke	1	II/D/m				T .				Б.		D
-	No.	H/B/T				Isi rev	71S1			Dis	setujui oleh	Direvisi oleh

PT. NICHIRIN INDONESIA. **FORMULIR** Tgl. Terbit : 11-01-2015 No : **FO-IT-02-09** Revisi: 0 Halaman : 1 dari 1 FORM STOCK SPARE PARTS No Part name Type Unit Stock Mouse PC/Notebook **PCS** 2 PC/Notebook **PCS** 1 Keyboard PC 2 3 **Power Supply PCS** PC Kabel Power 4 **PCS** 1 2 5 Kabel VGA PC/Notebook **PCS** 6 Monitor/LCD PC **PCS** 1 PC/Notebook Wireless Adapter **PCS** 7 1 PC/Notebook 1 8 Hardisk **PCS** 9 RAMPC/Notebook **PCS** 2 10 Ink Film Panasonic Board **PCS** 5 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Karawang, 14 Oktober 2016 Note: - Minimum stock = 1 pcsDiperiksa Dibuat Yonatan W. Irfan M. IT Dept. Head IT Department Revisi 1

Isi revisi

Disetuiui oleh

Direvisi oleh

H/B/T

BACKUP EXEC RULE

PIC	DIAGRAM ALIR	DESKRIPSI	DOC TERKAIT	
IT	PEMBUATAN JADWAL BACKUP	Pembuatan jadwal backup exec pada system symantec backup exec	Form Check Sheet Server	
IT	PERGANTIAN TAPE	Melakukan pergantian tape backup sesuai hari		
3 IT	TDK CHECK HASIL BACKUP SUKSES? Ya	Melakukan pengecekan pada system symantec backup exec, apakah proses backup berhasil atau tidak		
	Retry Backup	Jika proses backup tidak berhasil, maka lakukan backup kembali		
ı IT	PENYIMPANAN TAPE PADA BRANKAS	Tape hasil backup disimpan kedalam brankas selama 1 minggu		