

PT. NICHIRIN INDONESIA.

PROSEDUR OPERASIONAL

No: PO-IT-02

Tgl: 02-04-2012

Revisi : 1

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IT PREVENTIVE MAINTENANCE	
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STATUS REVISI DAN PERUBAHAN

[illegible]

Prosedur Operasional

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IT PREVENTIVE MAINTENANCE

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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 processing di tiap-tiap departemen.

2. RUANG LINGKUP

Prosedur mencakup aktivitas menjalankan prosedur 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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IT PREVENTIVE MAINTENANCE**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 di lokasi yang dapat dilihat oleh personil di departemen terkait agar user menyiapkan waktu untuk proses maintenance	Sosialisasi schedule preventive maintenance
6.1.5	User Dept. dan IT Dept	<pre> graph TD A{CHECK ADA MASALAH?} -- TDK --> C[CATATAN RIWAYAT PERBAIKAN] A -- ADA --> B[Prosedur Corrective Maintenance] B --> C </pre>	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

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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
- Penanganan 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 pengc

b. Casing

- Normal : Tidak lecet, warna tidak pudar, casing tidak pecah, bersih dari debu
- Penanganan abnormal : Apabila casing pecah tutup dengan lakban atau lakukan penggantian, apabila berdebu bersihkan dengan kuas

c. Keyboard

- Normal : Semua tombol berfungsi, bersih dari debu
- Penanganan 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
- Penanganan 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
- Penanganan 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
- Penanganan 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)
- Penanganan 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
- Penanganan 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
- Penanganan abnormal : Cek koneksi kabel, ganti cell battery UPS

j. Desktop LTO

- Normal : Indikator lampu ready menyala
- Penanganan abnormal : Cek koneksi kabel, bersihkan dengan cleaner tape

2. Software

a. Windows Update

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

c. MSI Update

- Normal : Notifikasi : "Installed" versi software terbaru,
- Penanganan 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
- Penanganan 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%
- Penanganan abnormal : Potong bad cluster area, ganti hard disk

f. Backup Exec, SSR

- Normal : Proses backup completed
- Penanganan abnormal : Restart service, install ulang

g. Antivirus Scan

- Normal : Status cleaned atau Quarantined apabila terdeteksi virus, apabila tidak terdeteksi computer cleaned
- Penanganan 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
- Penanganan abnormal : Hard reset (1+9+power), reinstall aplikasi jika hard reset gagal

b. USB Scanner

- Normal : Hasil scan dapat terbaca di sistem
- Penanganan abnormal : Cek koneksi USB

c. Thermal Printer

- Normal : Hasil print dapat terscan
- Penanganan abnormal : Bersihkan head, cek konektivitas ke jaringan

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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

FORMULIR

NO. REG : FO-IT-002-001

TGL. TERBIT : 01 DESEMBER 2012

REV : 00

HALAMAN : 1 DARI 1

Mengetahui

Dibuat

Ratohati Santoko

Direktur

Yonatan W. Y

IT Dept

INVENTORY LIST

2016																							
No	DEPARTMENT	COMPUTER NAME	SEQ	PIC	Logon Name	STATUS	HARDWARE						SOFTWARE						NETWORK				
							TYPE	BRAND	CPU	RAM	HD	OS	OFFICE	AV	PDF Reader	Antivirus	Other	MAC ADDRESS	IP ADDRESS	INTERNET ACCESS			
1	BOD	L02011-Jenny	1	Mr. Maeda	Maeda	Spare	Notebook	Panasonic					Win 7 Pro 32 bit								Full Access		
		L02011-Jimmy	2	Mr. Jimmy	Jimmy	Aktif	Notebook	Pajamas 8 Series	Core i3 M370 2.40 GHz	2 GB	500 GB	Win 7 Pro 32 Bit	V3D02-J0HPF-VYVTC-Y3969-RT8X8	2010 Pro +	3YMPF-JVH7H-QV668-KKPC4-RQCVP		Adobe Reader X			DHCP	Full Access		
		L02011-Santoko	3	Mr. Santoko	Santoko	Spare	Notebook	Dell Latitude	Core i5				Win 7 Pro 32 Bit					Adobe Reader X	LHA Plus	N-System, NMP System	DHCP	Full Access	
		P02011-Maeda	4	Mr. Maeda	Maeda	Aktif	PC	ASUS i5	Core i5	4 GB	1 TB	Win 8.1 Pro 32 Bit	Q0N77-WWQVH-Q99XW-4P64H-QPCTD	2013 H & B	M0N9H-GSHHC-VYPMK-RVXN-PP6AQ	Keep EP 10	Adobe Reader X			1C-87-2C-CC-81-4A	DHCP	Full Access	
		P02011-Santoko	5	Mr. Santoko	Santoko	Aktif	PC	ASUS i5	Core i5	4 GB	1 TB	Win 8.1 Pro 32 Bit	Q0N77-WWQVH-Q99XW-4P64H-QPCTD	2013 Pro +	3YMPF-JVH7H-QV668-KKPC4-RQCVP	Keep EP 10	Adobe Reader X			14-4d-49-4d-42-26	DHCP	Full Access	
2	Accounting	P02011-Jenny	6	Mr. Inoue	Inoue	Aktif	Notebook	Toshiba	Core i7	8 GB		Win 7 Pro 64 bit									Full Access		
		P02011-Suwandi	7	Mr. Suwandi	Suwandi	Aktif	PC	Dell Inspiron D580	Core i3-4170 3.70 GHz	4 GB	500 GB	Win 10 Pro 32 Bit	THH3N-4P0QJ-JBH9Y-ZTXXN-JXCMK	2016 H & B	M0Y77-N8R7K-VH2QJ-VYXVX-M8YKX	Keep EP 10	Adobe Reader X	Yoon			DHCP	Restricted	
		L12011-Eli	8	Mr. Eli	Eli	Aktif	Notebook	Lenovo E335	AMD E2-2000 1.75 GHz	4 GB	750 GB	Win 8 Pro 32 bit	MWPCQ-NH9WV-PC6GJ-XNGL-9TQJQ	2010 S4	KXCQJ-Q047K-JPMJK-BHPKX-F7206	Keep EP 10	Adobe Reader X			A4-17-31-C2-1E-45	DHCP	Restricted	
		L02011-Jenny	9	Mr. Jenny	Jenny	Aktif	Notebook	Dell X3010	Core i3 M320 2.53 GHz	2 GB	500 GB	Win 7 Pro 32 bit	PD212-Q0T7H-VN027-4570H-V34M4	2010 S4	KXCQJ-Q047K-JPMJK-BHPKX-F7206	Keep EP 10	Adobe Reader X			68-A3-CA-70-1F-9D	DHCP	Restricted	
		L12011-Yaiti	10	Mr. Yaiti	Yaiti	Aktif	Notebook	Dell Inspiron 14 3439	Core i5 M2000 2.40 GHz	4 GB	500 GB	Win 8.1 Pro 32 Bit	TYD93-JN97F-DZM62-WQ6QZ-D36K3	2016 H & B	PD212-Q0T7H-VN027-4570H-V34M4	Keep EP 10	Adobe Reader X	N-system, Minibus, RDT		40-46-0F-1B-4C-95	DHCP	Full Access	
3	Finance	P02011-Jenny	11	Mr. Inoue	Inoue	Aktif	Notebook	Toshiba	Core i7	8 GB		Win 7 Pro 64 bit									Full Access		
		P02011-Suwandi	12	Mr. Suwandi	Suwandi	Aktif	PC	Dell Inspiron D580	Core i3 M380 2.53 GHz	2 GB	500 GB	Win 7 Pro 32 Bit	IX327-80YTH-WQWQF-RX3LH-T9YTH	2013 H & B	P3Y9J-PY76J-VCG6F-NYX27-98QYQ	Keep EP 10	Adobe Reader X	Pajak pasal 21, 23, 26			DHCP	Restricted	
		L102011-Aini	13	Mrs. Aunani	Aini	Aktif	PC	Dell Inspiron D580	Core i3 550 2.30 GHz	2 GB	500 GB	Win 7 Pro 32 Bit	THH3J-VZP8H-3MF3F-R8D8T-WX9YK	2010 S4	KXCQJ-Q047K-JPMJK-BHPKX-F7206	Keep EP 10	Adobe Reader X			F8-0F-41-2A-3C-2D	DHCP	Full Access	
		P02011-Ludman	14	Mr. Ludman	Ludman	Aktif	PC	Lenovo Edge 73	Core i3 4130 3.40 GHz	2 GB	500 GB	Win 8.1 Pro 32 Bit	PQW0N-Q3Q39-48H92-V3XKK-P3KTD	2013 H & B	RM9P7-IGD9Y-C4QWJ-H4JYM-KD493	Keep EP 10	Adobe Reader X			A4-17-31-C2-1E-45	DHCP	Full Access	
		L02011-Aisy	15	Mr. Aisy	Aisy	Aktif	Notebook	Dell Vostro 3450	Core i3 M2110 2.10 GHz	2 GB	500 GB	Win 7 Pro 32 Bit	KWQ0Q-TB614-PTV32-V0H6H-T9YTH	2010 Pro +	3YMPF-JVH7H-QV668-KKPC4-RQCVP	Keep EP 10	Adobe Reader X			8C-37-37-3B-39-16	DHCP	Full Access	
4	PGA	L02011-Tiana	16	Mr. Tiana	Tiana	Aktif	Notebook	Dell X3010	Core i3 M320 2.53 GHz	2 GB	500 GB	Win 7 Pro 32 Bit	CZ67W-VY0VH-PCW6F-QC3M3-K3M789	2010 S4	KXCQJ-Q047K-JPMJK-BHPKX-F7206	Keep EP 10	Adobe Reader X			68-A3-CA-6E-81-8D	DHCP	Restricted	
		P02011-Akaur	17	Mr. Akaur	Akaur	Aktif	PC	Dell i	Core i3-4170 3.70 GHz	4 GB	500 GB	Win 10 Pro 32 Bit	THH3N-4P0QJ-JBH9Y-ZTXXN-JXCMK	2016 H & B	M0Y77-N8R7K-VH2QJ-VYXVX-M8YKX	Keep EP 10	Adobe Reader X				DHCP	Restricted	
		L12011-QC	18	Mr. Imam	Imam	Aktif	PC	Dell Inspiron D580	Core i3 550 2.30 GHz	2 GB	500 GB	Win 7 Pro 32 Bit	BFFKQ-0P6KJ-VX4XJ-SG4TB-VCMQW	2010 S4	Q9CQJ-Q047K-JPMJK-BHPKX-F0X2D	Keep EP 10	Adobe Reader X			F8-01-11-18-40-2D	DHCP	Restricted	
		P02011-QC	19	Mr. Aisy	Aisy	Aktif	PC	Lenovo Edge 72	Dual Core G645 2.9 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	VYH6K-J3K4Q-SQ0QK-QQVWV-D389V	2010 S4	Q9CQJ-Q047K-JPMJK-BHPKX-F0X2D	Keep EP 10	Adobe Reader X			88DE270C1FBD	DHCP	Restricted	
		L02011-Eli	20	Mr. Eli	Eli	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	Minibus			80-56-P2-6A-53-63	DHCP	Restricted
5	QC	L02011-Akaur	21	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 7 Pro 64 bit	THH3J-K3JCB-PC67F-VY7Y2-RT8X8	2010 Pro +	3YMPF-JVH7H-QV668-KKPC4-RQCVP	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L12011-QC	22	Mr. Imam	Imam	Aktif	PC	Dell Inspiron D580	Core i3 M380 2.53 GHz	1 GB	500 GB	Win 7 Pro 32 bit	IX345-Q3J0H-MP83H-0303M-M8H8H	2010 S4	KXCQJ-Q047K-JPMJK-BHPKX-F7206	Keep EP 10	Adobe Reader X			84-02-99-2C-1-18D	DHCP	Full Access	
		P02011-QC	23	Mr. Aisy	Aisy	Aktif	PC	Lenovo Edge 72	Dual Core G645 2.9 GHz	2 GB	500 GB	Win 8 Pro 32 bit	VYH6K-J3K4Q-SQ0QK-QQVWV-D389V	2010 S4	Q9CQJ-Q047K-JPMJK-BHPKX-F0X2D	Keep EP 10	Adobe Reader X			88DE270C1FBD	DHCP	Restricted	
		L02011-Eli	24	Mr. Eli	Eli	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Marketing	25	Mr. Marking	Marking	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 Pro +	3YMPF-JVH7H-QV668-KKPC4-RQCVP	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
6	Marketing	L02011-Akaur	26	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	27	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L12011-Akaur	28	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	29	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	30	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
7	Purchasing & Prod. Ct	L02011-Akaur	31	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	32	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	33	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	34	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	35	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
8	Production	L02011-Akaur	36	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	37	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	38	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	39	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	40	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
9	Engineering	L02011-Akaur	41	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	42	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	43	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	44	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	45	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
10	Warehouse	L02011-Akaur	46	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	47	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	48	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	49	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
		L02011-Akaur	50	Mr. Akaur	Akaur	Aktif	Notebook	Pajamas 8 Series	Core i5 M2000 2.40 GHz	2 GB	500 GB	Win 8 Pro 32 Bit	Y87MP-K3Y9H-NH97H-Q0Y8D-X39P9	2010 S4	C9D0J-KP70H-MQ8R0-44934-TC8KX	Keep EP 10	Adobe Reader X	NMP System			8C-39-DF-8C-P2-7F	DHCP	Restricted
11	IT	BACKUPP001	20	Ms. Intan	Intan	Aktif	PC	Dell Inspiron 72	Dual Core G645 2.9 GHz	2 GB	500 GB	Win 7 Pro 32 bit	2YVHF-V3G0D-43043-CY0JC-V997F	2010 S4	KXCQJ-Q047K-JPMJK-BHPKX-F7206	Keep EP 10	Adobe Reader X	Yoon, AHM Portal, NMP System			8C-49-82-25-D8-EC	DHCP	Full Access
		WIP002	30	Mr. Husein	Husein	Aktif	PC	Dell Inspiron D580	Core i3 CPU550														

FORMULIR

NO. REG : FO-PO-IT-02-02

TGL TERBIT: 14 MEI 2012

REV : 01

HAL : 1 DARI 7

FORM CHECK SHEET SERVER

period :

NIDSVR01		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	31
Virus Devinition																																
File Back up	Batch																															
	LTO																															
	SSR																															
HDD Capacity	C (20/69.9GB)																															
	D (200/527GB)																															
	E (100/236GB)																															
	USB (1.81TB)																															
Even Log	Application																															
	System																															
System Monitor																																
RAID Manager																																
Warning LED																																
Tape change																																
Shutdown	Duration																															
	04:00 – 06:00 AM																															
MSI Update	ADOBE READER																															
	DATE																															
	ACTIVE X																															
	DATE																															
	JAVA																															
	DATE																															
	Other																															
Checked By																																
Confirm By																																

√ : OK
X : NG

Rev	Tanggal	Isi Revisi	Disetujui	Dibuat
3				
2				
1	24/05/2016	Penambahan Kolom MSI Update	Asep. R	Yonatan. W.Y

FORMULIR

NO. REG : FO-PO-IT-02-02

TGL TERBIT: 14 MEI 2012

REV : 00

HAL : 2 DARI 7

FORM CHECK SHEET SERVER

period :

NIDSVR02		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	31
Virus Definition																																
File Backup	SSR																															
HDD Capacity	C (20/69.9GB)																															
	D (200/529GB)																															
	E (100/236GB)																															
Even Log	Application																															
	System																															
System Monitor																																
RAID Manager																																
Warning LED																																
Shutdown	Duration																															
	04:00 - 06:00 AM																															
Checked By																																
Confirm By																																

√ : OK
X : NG

Rev	Tanggal	Isi Revisi	Disetujui	Dibuat
3				
2				
1				

FORMULIR

NO. REG : FO-PO-IT-02-02

TGL TERBIT: 14 MEI 2012

REV : 00

HAL : 3 DARI 7

FORM CHECK SHEET SERVER

period :

NIDSVR03		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	31
Virus Definition																																
File Back up	Batch																															
	LTO																															
	SSR																															
HDD Capacity	C (20/69.9GB)																															
	D (100/208GB)																															
	E (60/278GB)																															
	USB (1.81TB)																															
Even Log	Application																															
	System																															
System Monitor																																
RAID Manager																																
Warning LED																																
Tape Change																																
Shutdown	Duration																															
	04:00 - 06:00 AM																															
Checked By																																
Confirm By																																

√ : OK
X : NG

Rev	Tanggal	Isi Revisi	Disetujui	Dibuat
3				
2				
1				

FORMULIR

NO. REG : FO-PO-IT-02-02

TGL TERBIT: 14 MEI 2012

REV : 00

HAL : 4 DARI 7

FORM CHECK SHEET SERVER

period :

NIDSVR04		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	31
Virus Definition																																
File Backup	SSR																															
HDD Capacity	C (10/59.9GB)																															
	D (150/399GB)																															
Even Log	Application																															
	System																															
Windows Update	Update																															
	Confirmation																															
Checked By																																
Confirm By																																
		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	31

√ : OK

X : NG

Rev	Tanggal	Isi Revisi	Disetujui	Dibuat
3				
2				
1				

FORMULIR

NO. REG : FO-PO-IT-02-02

TGL TERBIT: 14 MEI 2012

REV : 00

HAL : 5 DARI 7

FORM CHECK SHEET SERVER


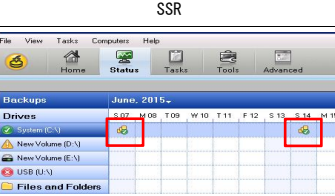
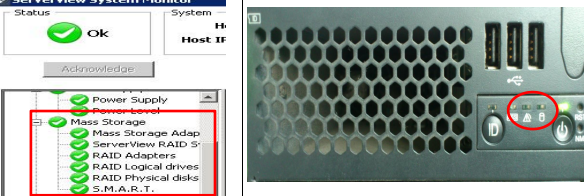
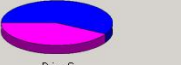



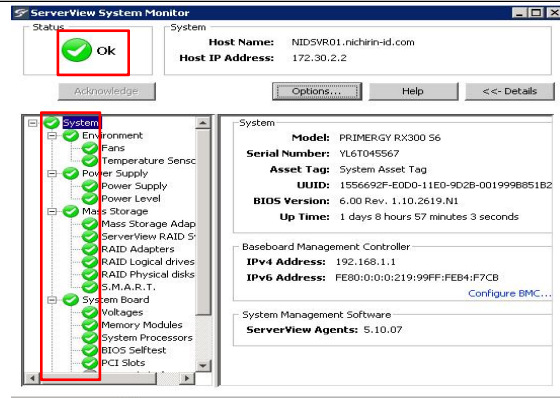
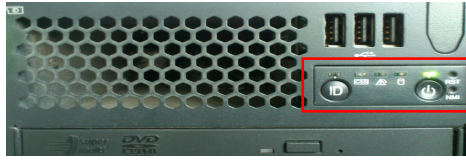

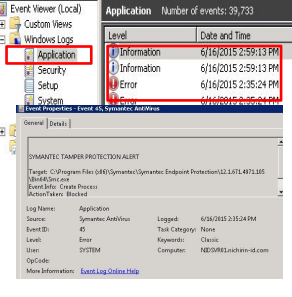
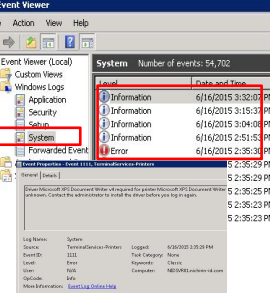
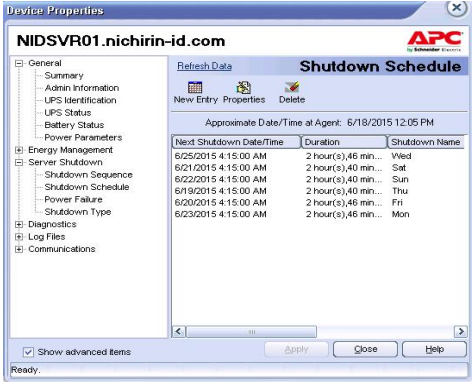
period :

NIDSVR05		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	31
Virus Definition																																
File Back up	Batch																															
	SSR																															
HDD Capacity	C (20/59.9GB)																															
	D (50/128GB)																															
Even Log	Application																															
	System																															
SQL Server	Clean up																															
	Compression																															
	Index reconstruction																															
	Back up (Full)																															
	Back up (Log)																															
	Back up (Text)																															
Windows Update	Update																															
	Confirmation																															
Checked By																																
Confirm By																																

√ : OK X : NG

Rev	Tanggal	Isi Revisi	Disetujui	Dibuat
3				
2				
1				

CHECK POINT

Virus Devition		File Back up			RAID Manager																																	
Status  <p>The following Symantec Security components are installed on your computer:</p> <p>Virus and Spyware Protection Protects against viruses, malware, and spyware. Definitions: Sunday, June 14, 2015 2:23</p>		Batch Backup_File.log 6/16/2015 2:23 AM Backup_File1.Log 6/15/2015 1:37 AM Backup_File2.Log 6/14/2015 2:12 AM Backup_File3.Log 6/13/2015 1:46 AM			LTO Job History - 181 Items <table border="1"> <thead> <tr> <th>Name</th> <th>Device</th> <th>Job</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>NIDSVR01 Monday</td><td>HP 0001</td><td>Backup</td><td>Successful</td></tr> <tr><td>NIDSVR01 Monday</td><td>HP 0001</td><td>Backup</td><td>Successful</td></tr> <tr><td>NIDSVR01 Sunday</td><td>HP 0001</td><td>Backup</td><td>Successful</td></tr> <tr><td>NIDSVR01 Sunday</td><td>HP 0001</td><td>Backup</td><td>Successful</td></tr> <tr><td>NIDSVR02 Saturday</td><td>HP 0001</td><td>Backup</td><td>Successful</td></tr> <tr><td>NIDSVR02 Saturday</td><td>HP 0001</td><td>Backup</td><td>Successful</td></tr> </tbody> </table>		Name	Device	Job	Status	NIDSVR01 Monday	HP 0001	Backup	Successful	NIDSVR01 Monday	HP 0001	Backup	Successful	NIDSVR01 Sunday	HP 0001	Backup	Successful	NIDSVR01 Sunday	HP 0001	Backup	Successful	NIDSVR02 Saturday	HP 0001	Backup	Successful	NIDSVR02 Saturday	HP 0001	Backup	Successful	SSR 		RAID Manager 	
Name	Device	Job	Status																																			
NIDSVR01 Monday	HP 0001	Backup	Successful																																			
NIDSVR01 Monday	HP 0001	Backup	Successful																																			
NIDSVR01 Sunday	HP 0001	Backup	Successful																																			
NIDSVR01 Sunday	HP 0001	Backup	Successful																																			
NIDSVR02 Saturday	HP 0001	Backup	Successful																																			
NIDSVR02 Saturday	HP 0001	Backup	Successful																																			
HDD Capacity																																						
C :/ Used space: 40,502,677,504 bytes 37.7 GB Free space: 34,650,857,472 bytes 32.2 GB Capacity: 75,153,534,976 bytes 69.9 GB 		D :/ Used space: 162,235,744,256 bytes 151 GB Free space: 406,847,418,368 bytes 378 GB Capacity: 569,083,162,624 bytes 529 GB 		E :/ Used space: 147,679,444,392 bytes 137 GB Free space: 106,399,952,896 bytes 99.0 GB Capacity: 254,079,397,288 bytes 236 GB 		USB (1.81TB) Used space: 565,843,472,384 bytes 526 GB Free space: 1,434,518,667,264 bytes 1.30 TB Capacity: 2,000,362,139,648 bytes 1.81 TB 																																
System Monitor 		Warning LED 																																				
		Tape Change 																																				
		Even Log																																				
Application 		System 																																				
Shutdown Schedule 																																						

CHECK POINT

Virus Devinition

Status

Your computer is protected.
No problems detected.

The following Symantec Security components are installed on your computer:

Virus and Spyware Protection
Protects against viruses, malware, and spyware.
Definitions: Sunday, June 14, 2015 1:23

File Back up

SSR

RAID Manager

ServerView System Monitor

Status: **Ok**

Host: **IF**

- Power Supply
- Mass Storage
- Mass Storage Adap
- ServerView RAID S
- RAID Adapters
- RAID Logical drives
- RAID Physical disks
- S.M.A.R.T.

HDD Capacity

Drive	Used space	Free space	Capacity
C :/	40,502,677,504 bytes (37.7 GB)	34,650,857,472 bytes (32.2 GB)	75,153,534,976 bytes (69.9 GB)
D :/	162,235,744,256 bytes (151 GB)	406,847,418,368 bytes (378 GB)	568,083,162,624 bytes (529 GB)
E :/	147,679,444,992 bytes (137 GB)	106,399,952,896 bytes (99.0 GB)	254,079,397,888 bytes (236 GB)

Even Log

Application

Event Viewer (Local) - Application - Number of events: 39,733

Information: 6/16/2015 2:59:13 PM

Security: 6/16/2015 2:59:13 PM

System

Event Viewer (Local) - System - Number of events: 54,702

Information: 6/16/2015 3:30:07 PM

Application: 6/16/2015 3:15:37 PM

Security: 6/16/2015 3:04:09 PM

System Monitor

ServerView System Monitor

Status: **Ok**

Host Name: NIDSVR01.nichirin-id.com

Host IP Address: 172.30.2.2

System Information:

- Model: PRIMERGY RX300 S6
- Serial Number: YL6T045567
- Asset Tag: System Asset Tag
- UUID: 1556692F-E000-11E0-9D2B-001999B851B2
- BIOS Version: 6.00 Rev. 1.10.2619.N1
- Up Time: 1 days 8 hours 57 minutes 3 seconds

Baseboard Management Controller:

- IPv4 Address: 192.168.1.1
- IPv6 Address: FE80::0:0:219:99FF:FE84:F7CB

System Management Software:

- ServerView Agents: 5.10.07

Warning LED

Shutdown Schedule

Device Properties

NIDSVR02.nichirin-id.com

Refresh Data

Shutdown Schedule

Approximate Date/Time at Agent: 6/16/2015 4:36 PM

Next Shutdown Date/Time	Duration	Shutdown Name
6/22/2015 4:15:00 AM	2 hour(s), 10 min...	Mon
6/23/2015 4:15:00 AM	2 hour(s), 10 min...	Tue
6/17/2015 4:15:00 AM	2 hour(s), 10 min...	Wed
6/18/2015 4:15:00 AM	2 hour(s), 10 min...	Thu
6/19/2015 4:15:00 AM	2 hour(s), 10 min...	Fri
6/20/2015 4:15:00 AM	2 hour(s), 10 min...	Sat
6/21/2015 4:15:00 AM	2 hour(s), 10 min...	Sun

CHECK POINT

The figure displays a 4x4 grid of 16 screenshots from various system monitoring and management tools. Red boxes highlight specific elements in each screenshot:

- Row 1, Column 1:** Symantec Virus Devition status window showing "Your computer is protected." and "No problems detected."
- Row 1, Column 2:** File Back up Batch job history table showing successful backups for Backup_File.log, Backup_File1.Log, Backup_File2.Log, and Backup_File3.Log.
- Row 1, Column 3:** File Back up LTO job history table showing successful backups for NIDSVR03 Monday - Folder and NIDSVR03 Sunday - Folder.
- Row 1, Column 4:** File Back up SSR status window showing successful backups for System (C:\), New Volume (D:\), New Volume (E:\), and USB (U:\).
- Row 2, Column 1:** RAID Manager ServerView System Monitor status window showing "Ok" status.
- Row 2, Column 2:** RAID Manager RAID Manager status window showing "Ok" status.
- Row 3, Column 1:** HDD Capacity for Drive C: showing used space of 40,502,677,504 bytes and free space of 34,650,857,472 bytes.
- Row 3, Column 2:** HDD Capacity for Drive D: showing used space of 162,235,744,256 bytes and free space of 406,847,418,368 bytes.
- Row 3, Column 3:** HDD Capacity for Drive E: showing used space of 147,679,444,992 bytes and free space of 106,399,952,896 bytes.
- Row 3, Column 4:** HDD Capacity for Drive U: showing used space of 565,843,472,384 bytes and free space of 1,434,518,667,264 bytes.
- Row 4, Column 1:** System Monitor ServerView System Monitor status window showing "Ok" status.
- Row 4, Column 2:** Warning LED status window showing "Warning" status.
- Row 4, Column 3:** Shutdown Schedule window showing the shutdown schedule for NIDSVR03.nichirin-id.com.
- Row 4, Column 4:** Tape Change status window showing "Tape Change" status.

FORMULIR

NO. REG : FO-IT-02-03

TGL TERBIT : 5 MEI 2012

REV : 0 0

HALAMAN : 1 dari 3

CHECK SHEET NMP DEVICE

Diperiksa

Dibuat

Satoshi Santoku

Yonatan W.Y

Direktur

IT. Department

Periode :

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																														
		masuk Ke Menu NMP																														
		Cek Kebersihan																														
2	BHT03	ping ke 172.30.2.223 < 2000 ms																														
		Scan Barcode																														
		masuk Ke Menu NMP																														
		Cek Kebersihan																														
3	BHT04	ping ke 172.30.2.224 < 2000 ms																														
		Scan Barcode																														
		masuk Ke Menu NMP																														
		Cek Kebersihan																														
4	BHT05	ping ke 172.30.2.225 < 2000 ms																														
		Scan Barcode																														
		masuk Ke Menu NMP																														
		Cek Kebersihan																														

No	Tanggal	Isi Revisi	Disetujui	Dibuat
3				
2				
1				

FORMULIR

NO. REG : FO-IT-02-03

TGL TERBIT : 5 MEI 2012

REV : 0 0

HALAMAN : 2 dari 3

CHECK SHEET NMP DEVICE

Diperiksa

Dibuat

Satoshi Santoku

Yonatan W.Y

Direktur

IT. Department

Periode :

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																														
		Print Sample Barcode--> Scan																														
		Cek Kebersihan																														
2	PBHT03	ping ke 172.30.2.203 < 2000 ms																														
		Print Sample Barcode--> Scan																														
		Cek Kebersihan																														
3	PBHT04	ping ke 172.30.2.204 < 2000 ms																														
		Print Sample Barcode--> Scan																														
		Cek Kebersihan																														
4	PBHT05	ping ke 172.30.2.205 < 2000 ms																														
		Print Sample Barcode--> Scan																														
		Cek Kebersihan																														
5	CT412i - WH	Cek On Line																														
		Print Sample Barcode--> Scan																														
		Cek Kebersihan																														
6	CT412i - PROD1	Cek On Line																														
		Print Sample Barcode--> Scan																														
		Cek Kebersihan																														
7	CT412i - PROD2	Cek On Line																														
		Print Sample Barcode--> Scan																														
		Cek Kebersihan																														
8	CT412i - PROD3	Cek On Line																														
		Print Sample Barcode--> Scan																														
		Cek Kebersihan																														
8	CT412i - PROD4	Cek On Line																														
		Print Sample Barcode--> Scan																														
		Cek Kebersihan																														

No	Tanggal	Isi Revisi	Disetujui	Dibuat
3				
2				
1				

FORMULIR			
NO. REG : FO-IT-02-03	TGL TERBIT : 5 MEI 2012	REV : 0 0	HALAMAN :3 dari 3
CHECK SHEET NMP DEVICE			

Diperiksa	Dibuat
Satoshi Santoku	Yonatan W.Y
Direktur	IT. Department

[illegible]

No	Tanggal	Isi Revisi	Disetujui	Dibuat
3				
2				
1				

FORMULIR

NO : FO-PO-IT-02-04

TGL TERBIT: 03-12-2012

REV : 00

HAL : DARI


SCHEDULE PREVENTIVE MAINTENANCE IT

Periode Jul - Des 2016

No	Department / Location	Device Name	PIC	Paraf PIC	Jul				Aug				Sep				Oct				Nov				Dec			
					I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
1	BOD	P082015-Maeda	Mr. Maeda																									
2		P082015-Santoku	Mr. Santoku																									
3	Accounting	P052016-Suwandi	Mr. Suwandi																									
4		L122013-Edi	Mr. Edi																									
5	Finance	L082011-Yasir	Mr. Yasir																									
6		P042012-Bunga	Ms. Bunga																									
7	Fitting	L082011-Ari	Mr. Ari Witanto																									
8		P112014-GBPC	Mr. Margiono																									
9	PGA	P102013-Aini	Mrs. Nuraini																									
10		P092014-Lukman	Mr. Lukman																									
11	QC	L082011-Asep	Mr. Asep																									
12		L082011-Tisna	Mr. Tisna																									
13		P052016-Askur	Mr. Askur																									
14		L012014-Elvin	Ms. Elvin																									
15		P092014-QC	Mr. Arif																									
16	Marketing	P112011-QC	Mr. Imam																									
17		L072011-Andini	IT																									
18	Purchasing	L042013-Ardhie	Mr. Ardhie																									
19		L082011-Eko	Mr. Eko																									
20		P102014-Nelly	Mrs. Nelly																									
21	Production	L092011-Nuryadi	Mr. Yonatan																									
22		P092014-01	Mr. Bagas																									
23	Engineering	L112011-Aditya	Mr. Aditya																									
24		P092014-MTC	Mr. Toni																									
25		P032016-Aji	Mr. Aji M																									
26	WH	L012012-Arry	Mr. Arry Yusmihardi																									
27		BACKUPPC01	Mrs. Intan																									
28		WHPC02	Mr. Husen																									
29		WHPC03	Ms. Anggyanita																									
30	IT	P102014-Irfan	Mr. Irfan																									
31		L112011-Yonatan	Mr. Yonatan																									
32		Senam-PC	Mr. Irfan																									
33		Attendance-PC	Mr. Irfan																									
34		CCTV-PC	Mr. Irfan																									
35	Production	L092011-Tri	IT																									
36		Prodpc-01	Mr. Irfan																									
37		Prodpc-02	Mr. Irfan																									
38		Prodpc-03	Mr. Irfan																									
39	Production	Prodpc-04	Mr. Irfan																									
40	Production Office	EPSON GT-1500	Mr. Bagas																									
41	Office 2nd floor	Epson T1100	Mr. Irfan																									
42	Office 2nd floor	Canon IR3245	Mr. Irfan																									
43	Accounting	Epson LX300	Mr. Suwandi																									
44	PGA	Epson LX300	Mr. Lukman																									
45	Delivery	Epson LQ2180	Mrs. Intan																									
46	Production Office	HP P1100	Mr. Bagas																									
47	Factory 2	Epson T1100	Mr. Ari Witanto																									
48	Factory 2	HP P1100	Mr. Ari Witanto																									
49	QC	Epson L360	Mr. Tisna																									
50	Receiving	HP P1100	Ms. Anggyanita																									

○ : Plan

● : Actual

Diperiksa	Diperiksa	Dibuat
		
Satoshi Santoku	Yonatan W.Y	Irfan M
Direktur	IT Departemen	IT Departemen

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 :

Type :

NO	KLASIFIKASI	ITEM PENGECEKAN	PARAMETER OK	TGL:		TGL :	
				HASIL CEK	TINDAK LANJUT	HASIL CEK	TINDAK LANJUT
1	HARDWARE	Monitor	Monitor bersih dari debu/coretan	OK / NG		OK / NG	
			Komposisi warna layar OK	OK / NG		OK / NG	
2		Perangkat Komputer	Bersih dari debu/coretan	OK / NG		OK / NG	
			Casing tidak pecah	OK / NG		OK / NG	
3		Perangkat Keyboard	Bersih dari debu / kotoran lain	OK / NG		OK / NG	
			Semua tombol berfungsi	OK / NG		OK / NG	
4		Perangkat Mouse	Bersih dari debu / kotoran lain	OK / NG		OK / NG	
			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	SOFTWARE	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		License Office	Sesuai data penyerahan,activated	OK / NG		OK / NG	
17		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	REVISION CONTENT	MADE BY	APPROVED
1			
2			
3			

FORMULIR


NO. REG : FO-PO-IT-02-09

TGL TERBIT: 4 JANUARI 2013

REV : 01

HAL : DARI

CHECK SHEET PREVENTIVE MAINTENANCE PRINTER

Diperiksa	Diperiksa	Dibuat
		
Satoshi Santoku Direktur	Yonatan W.Y IT Departemen	Irfan M.

NO	KLASIFIKASI	ITEM CHECK	PARAMETER OK	TGL:		TGL :	
				HASIL CEK	TINDAK LANJUT	HASIL CEK	TINDAK LANJUT
1	Ink jet	Cartridge	Head cartridge tidak bocor	OK / NG		OK / NG	
			Cartridge terpasang sesuai portnya	OK / NG		OK / NG	
2	Ink jet	Tank & Hose	Tidak ada sekat udara pada hose	OK / NG		OK / NG	
			Tinta dari tank mengalir pada cartridge	OK / NG		OK / NG	
3	Dot matrix	Pin	Semua pin tidak ada yang patah	OK / NG		OK / NG	
			Hasil print rangkap 6 masih terlihat	OK / NG		OK / NG	
4	Dot matrix	Ribbon	Lipatan ribbon tertata rapi	OK / NG		OK / NG	
			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	REVISION CONTENT	MADE BY	APPROVED
3			
2			
1	Penambahan kolom paraf untuk PIC komputer	Yonatan W.	Asep R.

FORMULIR

NO : FO-PO-IT-02-07

REV : 00

TGL : 3 DES 2012

HAL : 1 DARI 1

LIST IP ADDRESS

Disetujui

Dibuat

Satoshi Santoku

Yonatan W.Y

Direktur

IT Departemen

NO	DEVICE GROUP	IP RANGE	IP USED
1	Gateway - Firewall - Proxy	172.30.2.1	172.30.2.1
	Fortigate		
	Servers		172.30.2.2-172.30.2.6
	NIDSVR01		172.30.2.2
	NIDSVR02		172.30.2.3
	NIDSVR03		172.30.2.4
	NIDSVR04		172.30.2.5
	NIDSVR05		172.30.2.6
3	Printer Devices	172.30.2.11- 172.30.2.19	172.30.2.11 - 172.30.2.12
	Canon Image Runner 4570		172.30.2.11
	Network Devices		172.30.2.20 - 172.30.2.27
	Access Point Speed Up		172.30.2.20
	Wing-5 Motorola AP 6521 (NID-Warehouse)		172.30.2.21
	Wing-5 Motorola AP 6521 (NID-Office)		172.30.2.22
	Core Switch Cisco SG300		172.30.2.23
	Core Switch Cisco SG300		172.30.2.24
	Access Point Linksys (NID-LINK)		172.30.2.25
	Access Point TP-LINK (NID-PROD)		172.30.2.26
	Access Point TP-LINK (NID-QC)		172.30.2.27
	BOD		172.30.2.30 - 172.30.2.34
	P082015-Maeda		172.30.2.33
	L072011-JIMMY		172.30.2.31
	P082015-Santoku		172.30.2.34
	Accounting		172.30.2.35 - 172.30.2.36
	P052016-Suwandi		172.30.2.35
	L122013-Edi		172.30.2.36
7	Finance	172.30.2.40 - 172.30.2.45	172.30.2.40 - 172.30.2.41
	L072011-YASIR		172.30.2.40
	P042012-Bunga		172.30.2.41
8	Engineering	172.30.2.46 - 172.30.2.51	172.30.2.46 - 172.30.2.49
	L112011-Aditya		172.30.2.46
	P092014-MTC		172.30.2.47
	P032016-Aji		172.30.2.48
	P112014-GBPC		172.30.2.49
9	Marketing	172.30.2.52 - 172.30.2.57	172.30.2.52-172.30.2.53
	L082011-Asep		172.30.2.52
	L072011-Marketing		172.30.2.53
10	Purchasing	172.30.2.58 - 172.30.2.62	172.30.2.58 - 172.30.2.60
	L042013-Ardhie		172.30.2.58
	L082011-Eko		172.30.2.59
	P102014-Nelly		172.30.2.60
11	PGA	172.30.2.63 - 172.30.2.67	172.30.2.63 - 172.30.2.64
	P102013-Aini		172.30.2.63
	P092014-Lukman		172.30.2.64
12	Production	172.30.2.68 - 172.30.2.75	172.30.2.68 - 172.30.2.69
	L082011-Ari		172.30.2.68
	P092014-01		172.30.2.69
13	QC	172.30.2.76 - 172.30.2.85	172.30.2.76 - 172.30.2.80
	L082011-Tisna		172.30.2.76
	P052016-Askur		172.30.2.77
	P112011-QC		172.30.2.78
	P092014-QC		172.30.2.79
	L012014-Elvin		172.30.2.80
14	Warehouse	172.30.2.86 - 172.30.2.91	172.30.2.86 - 172.30.2.89
	L012012-Arry		172.30.2.86
	BACKUPPC01		172.30.2.87
	WHPC02		172.30.2.88
	WHPC03		172.30.2.89
15	IT	172.30.2.92 - 172.30.2.240	172.30.2.92 - 172.30.2.240
	L112011-Yonatan		172.30.2.160
	P112011-Irfan		172.30.2.107
	Prodpc-01		172.30.2.231
	Prodpc-02		172.30.2.232
	Prodpc-03		172.30.2.233
	Prodpc-04		172.30.2.234
16	Guest	192.168.10.3 (/24)	
17	Mobile Printer For Warehouse	172.30.2.201 - 172.30.2.220	172.30.2.201 - 172.30.2.220
	PBHT01		172.30.2.201
	PBHT02		172.30.2.202
	PBHT03		172.30.2.203
	PBHT04		172.30.2.204
	PBHT05		172.30.2.205
	PBHT06		172.30.2.206
18	Handy Scanner For Warehouse	172.30.2.221 - 172.30.2.240	172.30.2.221 - 172.30.2.240
	BHT01		172.30.2.221
	BHT02		172.30.2.222
	BHT03		172.30.2.223
	BHT04		172.30.2.224
	BHT05		172.30.2.225
	BHT06		172.30.2.226
19	PC for Final Inspection	172.30.2.241 - 172.30.2.250	172.30.2.241 - 172.30.2.250
20	Other	172.30.2.251-172.30.2.255	

Karawang, 14 Oktober 2016

NO	TANGGAL	ISI REVISI	DISETUJUI	DIBUAT
3				
2				
1				

FORMULIR

No : FO-IT-02-09

Tgl. Terbit : 11-01-2015

Revisi : 0

Halaman : 1 dari 1

FORM STOCK SPARE PARTS

No	Part name	Type	Unit	Stock
1	Mouse	PC/Notebook	PCS	1
2	Keyboard	PC/Notebook	PCS	1
3	Power Supply	PC	PCS	2
4	Kabel Power	PC	PCS	1
5	Kabel VGA	PC/Notebook	PCS	2
6	Monitor/LCD	PC	PCS	1
7	Wireless Adapter	PC/Notebook	PCS	1
8	Hardisk	PC/Notebook	PCS	1
9	RAM	PC/Notebook	PCS	2
10	Ink Film Panasonic	Board	PCS	5
11				
12				
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25				
26				
27				
28				
29				
30				

Note :

- Minimum stock = 1 pcs

Karawang, 14 Oktober 2016

Diperiksa	Dibuat
Yonatan W.	Irfan M.
IT Dept. Head	IT Department

Revisi ke	3				
	2				
	1				
	No.	H/B/T	Isi revisi	Disetujui oleh	Direvisi oleh

BACKUP EXEC RULE

Flow Process Backup Data

NO	PIC	DIAGRAM ALIR	DESKRIPSI	DOC TERKAIT
1	IT	PEMBUATAN JADWAL BACKUP	Pembuatan jadwal backup exec pada system system symantec backup exec	Form Check Sheet Server
2	IT	PERGANTIAN TAPE	Melakukan pergantian tape backup sesuai hari	
3	IT	CHECK HASIL BACKUP SUKSES ?	Melakukan pengecekan pada system symantec backup exec, apakah proses backup berhasil atau tidak	
		TDK	Jika proses backup tidak berhasil, maka lakukan backup kembali	
4	IT	PENYIMPANAN TAPE PADA BRANKAS	Tape hasil backup disimpan kedalam brankas selama 1 minggu	
		Ya		