



GATE PASS PERMIT SURAT IJIN KELUAR

Form QSF HRD 041
Rev.: 0

Hari/Tanggal / Day/Date : [tanggal]

KEPERLUAN/Reason

☒ URUSAN PERUSAHAAN ☒ URUSAN KELUARGA ☒ SAKIT/KLINIK/RS ☒ LAIN-LAIN
Company Business Family Matter Medical Others

PENJELASAN/Explanation :

[keperluanpenjelasan][keperluanpenjelasan][keperluanpenjelasan][keperluanpenjelasan][keperluanpenjelasan][keperluanpenjelasan]

PERKIRAAN WAKTU/Estimated time

Perkiraan Jam Keluar <i>Estimated time out</i>	[00:00]	Perkiraan Jam Masuk*) <i>Estimated time in</i>	[00:00]
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PENGESAHAN/Authorization

Diajukan oleh <i>Requested by</i>	[requested]	NIK/Empl. No. : Tanda tangan/Sign	[sign 1]
Recommended by <i>Direkomendasikan</i>	[recommended]	Tanda tangan/Sign	[sign 2]
Approved by <i>Disetujui oleh</i>	[approved]	Tanda tangan/Sign	[sign 3]
Acknowledged by <i>Diketahui oleh</i>	[acknowledged]	Tanda tangan/Sign	[sign 4]

WAKTU SEBENARNYA/Actual time

Jam Keluar/Time Out	[00:00]	Jam Masuk/Time In*)	[00:00]
Nama & Paraf Satpam <i>Security Initial</i>	[security]	Nama & Paraf Satpam <i>Security Initial</i>	[sign 5]

DISTRIBUSI/Distribution

Noted :

*)Satpam harus mencatat/menandatangani saat Pemohon/Karyawan KELUAR/MASUK dan diserahkan ke HRD
Security shall record/sign and verify when the Recipient/Employee OUT/IN and deliver to HRD