

## GATE PASS PERMIT SURAT IJIN KELUAR

Form QSF HRD 041 Rev.: 0

Hari/Tanggal / Day/Date: [tanggal]				
KEPERLUAN/Reason				
	s ation : jela	Family Matter	GA 🛚 SAKIT/KLINIK/RS Medical njelasan][keperlu eperluanpenjelasa	Others
lasan]				
PERKIRAAN WAKTU/Estimated time				
Perkiraan Jam Keluar Estimated time out		[00:00]	Perkiraan Jam Masuk*) Estimated time in	[00:00]
PENGESAHAN/Authorization				
Diajukan oleh Requested by	[requested]		NIK/Empl. No. : Tanda tangan/Sign	[sign 1]
Recommended by Direkomendasikan	[recommended]		Tanda tangan/Sign	[sign 2]
Approved by Disetujui oleh	[approved]		Tanda tangan/Sign	[sign 3]
Acknowledged by Diketahui oleh	[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 Security Initial		[security]	Nama & Paraf Satpam Security Initial	[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				