|  |  |  |
| --- | --- | --- |
| **citra epc rev.jpeg**  **PT. DSAW** | **GATE PASS PERMIT**  ***SURAT IJIN KELUAR*** | **Form QSF HRD 041**  **Rev.: 0** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hari/Tanggal** / *Day/Date* **: *${date}*** | | | | | |  | | | | |
| **KEPERLUAN**/*Reason* | | | | | | | | | | |
|  | | | | | | | | | | |
| ${urusan\_perusahaan}URUSAN PERUSAHAAN ${urusan\_keluarga}URUSAN KELUARGA ${sakit}SAKIT/KLINIK/RS ${lain-lain}LAIN-LAIN  *Company Business Family Matter Medical Others*  PENJELASAN/*Explanation* :  ***${penjelasan}*** | | | | | | | | | | |
|  | | |  |  | | | | | |  |
| **PERKIRAAN WAKTU**/*Estimated time* | | | | | | | | | | |
| Perkiraan Jam Keluar  *Estimated time out* | | ***${est\_time\_out}*** | | | Perkiraan Jam Masuk\*)  *Estimated time in* | | | | ***${est\_time\_in}*** | |
| **PENGESAHAN**/*Authorization* | | | | | | | | | | |
| Diajukan oleh  *Requested by* | ***${requested}*** | | | | NIK/*Empl. No.* : | | |  | | |
| Tanda tangan/*Sign* | | | ***${sign1}*** | | |
| Recommended by  *Direkomendasikan* | ***${recommended}*** | | | | Tanda tangan/*Sign* | | | ***${sign2}*** | | |
| Approved by  *Disetujui oleh* | ***${approved}*** | | | | Tanda tangan/*Sign* | | | ***${sign3}*** | | |
| Acknowledged by  *Diketahui oleh* | ***${acknowledged}*** | | | | Tanda tangan/*Sign* | | | ***${sign4}*** | | |
| **WAKTU SEBENARNYA**/*Actual time* | | | | | | | | | | |
| Jam Keluar/*Time Out* | | ***${time\_out}*** | | | Jam Masuk/*Time In\*)* | | ***${time\_in}*** | | | |
| Nama & Paraf Satpam *Security Initial* | | ***${security}*** | | | Nama & Paraf Satpam *Security Initial* | | ***${sign5}*** | | | |
| **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* | | | | | | | | | | |