



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][keperluanpenjelasan]

PERKIRAAN WAKTU/Estimated time

Perkiraan Jam Keluar Estimated time out	[00:00]	Perkiraan Jam Masuk*) Estimated time in	[00:00]
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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