

PUTRANTO ALLIANCE

<i>Manullang & Putranto Law Firm</i>	<i>Prudenta Business Advisory</i>	<i>Peak Developer</i>	<i>Peak Brokerage Property & Business</i>	<i>Allied Notaries & Conveyancers</i>
Advocate & Legal Consultant Receiver & Administrator Intellectual Property Rights Plant Variety Rights Certified Mediator	Permits & Licenses Tax & Accounting Customs & Immigration Local & Offshore Incorporation	Land Acquisition Title Deed Certification	Business Acquisition Property Investment Auction House	Real Estate Transactions Corporate Action Deeds Loan & Mortgage Deeds Capital Market Deeds

Lampiran A
F 10.1

Standard Operating Procedure Pemantauan Pasar, Keadaan Kantor dan Divisi

Kode Dokumen : SOP 3.1.1
Revisi : 1
Nomor Kopi : 0

Jakarta, 20 November 2006
Disahkan oleh

Windyana Wiguna
Management Representative

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Lampiran B
F 10.3

Daftar Distribusi Dokumen Terkendali

Kode Dokumen : SOP 3.1.1
 Nama Dokumen : Standard Operating Procedure
Pemantauan Pasar, Keadaan Kantor dan Divisi

Revisi Ke	Nomor Kopi	Nama Penerima Dokumen	Tanggal Terima	Tanda Tangan
0	1			
1	1			

Didistribusi oleh

Manna Lena
Quality System Officer

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Lampiran C
F 10.4

Sejarah Revisi Dokumen

Kode Dokumen : SOP 3.1.1
 Nama Dokumen : Standard Operating Procedure
Pemantauan Pasar, Keadaan Kantor dan Divisi
 Nomor Kopi : 0

Revisi Ke	Tanggal Revisi	Uraian Revisi
1	20 Nov 2006	Perubahan flowchart menjadi instruksi kerja Proses menganalisa kompilasi business intelligence dan market intelligence dihapus

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Disusun Oleh : Yana Valentina	Pemantauan Pasar, Keadaan Kantor dan Divisi	Halaman 1 Dari 2
		Kode Dokumen : SOP 3.1.1 Revisi : 1
Disetujui Oleh : Windyana Wiguna		Tanggal Terbit : 2 Januari 2006 Tanggal Revisi : 20 November 2006
		Divisi : Legal

- 1. Tujuan** : 1. Mendapatkan data untuk membuat keputusan mengenai pasar maupun kantor.
2. Menyamakan dan menginformasikan keadaan dan kegiatan kantor.
3. Memonitor implementasi rencana jangka pendek.
- 2. Ruang Lingkup** : Kepala divisi dan staf Legal.
- 3. Definisi** : 1. Analisis adalah penelitian terhadap suatu peristiwa untuk diketahui sebab musababnya.
2. Kompilasi adalah kumpulan atau kumpulan yang tersusun secara teratur.
- 4. Referensi** : -
- 5. Instruksi Kerja/SOP** : -
- 6. Lampiran** : A. F 9.2 (Formulir SWOT analysis)

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Disusun Oleh : Yana Valentina	Pemantauan Pasar, Keadaan Kantor dan Divisi	Halaman 2 Dari 2
		Kode Dokumen : SOP 3.1.1 Revisi : 1
Disetujui Oleh : Windyana Wiguna		Tanggal Terbit : 2 Januari 2006 Tanggal Revisi : 20 November 2006
		Divisi : Legal

1. Kepala divisi dan Staf Legal mengadakan rapat untuk membahas mengenai keadaan kantor dan kondisi divisi Legal selama 6 bulan. Hasil rapat berisi kekuatan, kelemahan, kesempatan, dan ancaman yang mungkin timbul dalam kantor atau divisi.
2. Hasil rapat akan dicatat dalam formulir analisis SWOT yang selanjutnya akan dipergunakan sebagai laporan kepada pihak Manajemen.