



## MINUTES OF MEETING

Quality Improvement



Environmental Issue



Safety & Security



Day **Thursday**

Date **15 Sept 2022**

Hour **09.00 WIB**

Topic Discussed

Sosialisasi WEB ARKA Asset Inventory Management (ARAIM V2)

Chairman:

**Hari.**

### Conclusions and Feed-back derived

No	Issue Raised	Conclusions	Targeted Date	PIC To Follow Up
1: Register User		Admin : Management (All)	Done	Team IT
		Superuser : Input Database		
		User : View only		
2: Menu Inventory		Add New Asset :	Done	Team IT
		PIC & Asset Location (Mandatory)		
		Ref. No & Ref. Date (Optional), untuk asset minor diisi dengan Date (tanggal stock opname)		
		**Jika S/N hilang, maka asset minor dapat diisi dengan : "NIK.Location.Asset Name"	Continue	
3: QR Code		Print dengan kertas Thermal khusus yang tidak mudah hilang/copot		
		Printer khusus sedang diajukan untuk di BO.		
4: Asset Status "Not Good" / Broken		Tetap didata hanya dirubah kondisi/statusnya saja	Done	Team IT
5: Export Data to Excel		Data akan ter-download sesuai quantity show list	Done	Team IT
6: Tracking		- Dapat di search by Inventory No. / Serial No.	Done	Team IT
		- Summary perpindahan/mutated asset		
7: Pembagian Asset		Asset milik IT ditandai dengan Category IT Equipment yang artinya team asset tidak perlu mendata saat stock opname dilakukan	Done	
8: SOP & IK		SOP General (Stock Opname) akan dibuat team asset	Early October	Team Asset
		IK ARAIM.v2		

### Note of Management

Next Meeting on :

Report By :

Putri. A.

Chairman :

Hari C.

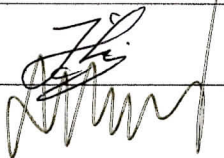


Approved By :

CHRISNA

**ATTENDANCE LIST**

Topic : Sosialisasi WEB ARAIM.

Date : 15 Sept '22.

NO	NAME	NIK	POSITION	SIGNATURE
1.	Hani Cahyadi	13857	Assec OFF 1	
2.	Christin.	10254	Asset S.H	
3.	Putri.A.	14343	Asset off. 2	
4	ERICK HP	13373	IT OFF 4	