LIST DOCUMENT HOLDER

Date Issued: 01 Januari 2022

NO	NAME OF DOCUMENT	DEPARTMENT	REV NO
1	Kebijakan CSR (ARKA/QMR/I/02)	IAS	0
2	Kebijakan Obat Terlarang (ARKA/QMR/I/03)	IAS	1
3	Kebijakan Mutu (ARKA/QMR/I/04)	IAS	1
4	Kebijakan Safety (ARKA/QMR/I/05)	IAS	3
5	Kebijakan Lingkungan (ARKA/QMR/I/06)	IAS	2
6	Kebijakan Etika Bisnis (ARKA/QMR/I/07)	IAS	0
7	Kebijakan Pelaporan Pelanggaran (ARKA/QMR/I/08)	IAS	0
8	Job Description IT Section Head	HR&GA	3
9	Job Description IT Officer 1	HR&GA	2
10	Job Description IT Officer 2	HR&GA	2
11	Job Description IT Officer 3	HR&GA	2
12	Job Description IT Officer 4	HR&GA	2
13	Prosedur IT Policy (ARKA/ITY/II/01)	ITY	5
14	Prosedur Identifikasi Kebutuhan Perangkat IT (ARKA/ITY/II/02)	ITY	5
15	Prosedur Application Development (ARKA/ITY/II/03)	ITY	4
16	Prosedur Troubleshooting Perangkat IT (ARKA/ITY/II/04)	ITY	5
17	Prosedur Pemusnahan Barang Perangkat IT (ARKA/ITY/II/05)	ITY	3
18	Prosedur Pemeriksaan Komputer Baru (ARKA/ITY/II/06)	ITY	3
19	Prosedur Penyediaan Jaringan (ARKA/ITY/II/07)	ITY	4
20	Prosedur Permintaan Perubahan Menu ERP (Enterprise Resource & Planning) (ARKA/ITY/II/08)	ITY	3

21	Prosedur Perbaikan Data Di Sistem SAP (ARKA/ITY/II/09)	ITY	3
22	Prosedur IT Key Performance Indicator (ARKA/ITY/II/10)	ITY	1
23	Prosedur Pemeliharaan Perangkat Komputer (ARKA/ITY/II/11)	ITY	1
24	Instruksi Kerja Pengoperasian Komputer (ARKA/ITY/III/01)	ITY	3
25	Instruksi Kerja Pengisian IT Work Order (ARKA/ITY/III/02)	ITY	1
26	Instruksi Kerja Pembuatan Network Traffic Report (ARKA/ITY/III/03)	ITY	2
27	Instruksi Kerja Pengisian Berita Acara Serah Terima Barang (ARKA/ITY/III/04)	ITY	1
28	Instruksi Kerja Pengisian Data Correction Request (ARKA/ITY/III/05)	ITY	0
29	Instruksi Kerja Pemeliharaan Komputer dan Server (ARKA/ITY/III/06)	ITY	0
30	Prosedur Permintaan Cash Advance (ARKA/ACC/II/04)	ACC	4
31	Prosedur Pembayaran Travel Claim (ARKA/ACC/II/08)	ACC	3
32	Prosedur Identifikasi Dan Evaluasi Jaringan Dokumentasi dan Informasi Hukum (JDIH) (ARKA/COR/II/02)	COR	3
33	Prosedur Permintaan Tenaga Kerja (ARKA/HRG/II/01)	HRG	1
34	Prosedur Perjalanan Dinas Dan Non Dinas (ARKA/HRG/II/04)	HRG	2
35	Prosedur Pengendalian Dokumen (ARKA/IAS/II/01)	IAS	4
36	Prosedur Non-Conformity (ARKA/IAS/II/02)	IAS	1
37	Prosedur Audit Internal (ARKA/IAS/II/03)	IAS	1
38	Prosedur Permintaan Barang (ARKA/PRL/II/07)	PRL	2
39	Prosedur Pengelolaan Limbah & Oldcore (ARKA/LOG/II/04)	PRL	1
40	Prosedur Pembelian (ARKA/PRL/II/01)	PRL	3
41	Prosedur Evaluasi Vendor (ARKA/PRL/II/02)	PRL	3
42	Prosedur Training (ARKA/R&D/II/01)	R&D	7
43	Prosedur Manajemen Resiko K3 (ARKA/SHE/II/01)	SHE	4

44	Prosedur Tujuan Sasaran Program (ARKA/IAS/II/07)	IAS	3
45	Prosedur Komunikasi, Konsultasi, dan Partisipasi (ARKA/SHE/II/04)	SHE	3
46	Prosedur Inspeksi dan Observasi (ARKA/SHE/II/06)	SHE	2
47	Prosedur Alat Pelindung Diri (APD) (ARKA/SHE/II/10)	SHE	3
48	Prosedur JSEA (ARKA/SHE/II/13)	SHE	2
49	Prosedur Tanggap Darurat (ARKA/SHE/II/15)	SHE	3
50	Prosedur Manajemen Perubahan (ARKA/SHE/II/23)	SHE	1

Prepared by

Frizky Ramadhan