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|  PT Indonesian Tobacco Tbk. | STANDARD OPERATING PROCEDURE | Nomor : IT/IT/FR/01 |
| | DAFTAR INDUK INFORMASI TERDOKUMENTASI | Revisi : 3 Halaman : 1 dari 1 Tanggal : 31/01/2020 |

| NO | NO. INFORMASI TERDOKUMENTASI | JUDUL INFORMASI TERDOKUMENTASI DOKUMEN | HAL. | REV. | TANGGAL BERLAKU | LOKASI/ PENGGUNA |
|----|---------------------------------|--|------|------|--------------------|---------------------|
| 1 | IT/IT/FR/01 | Daftar Induk Informasi Terdokumentasi | 1 | 3 | 31/01/2020 | PIC QC |
| 2 | IT/IT/FR/02 | Riwayat Perubahan Informasi Terdokumentasi | 1-3 | 3 | 31/01/2020 | PIC QC |
| 3 | IT/QC/SOP/01 | Metode Grade Tembakau | 1-2 | 8 | 31/01/2020 | PIC QC |
| 4 | IT/QC/SOP/02 | Pengecekan Barang Datang | 1-2 | 9 | 24/10/2023 | PIC QC |
| 5 | IT/QC/SOP/03 | Pengecekan Kualitas Primary Proses | 1-3 | 7 | 31/01/2020 | PIC QC |
| 6 | IT/QC/SOP/04 | Metode Pengecekan Produksi Packing | 1-3 | 12 | 24/10/2023 | PIC QC |
| 7 | IT/QC/SOP/05 | Pengecekan Proses Produksi Ambri (CP) | 1-2 | 11 | 24/10/2023 | PIC QC |
| 9 | IT/QC/SOP/06 | Tester | 1-2 | 8 | 23/01/2021 | PIC QC |
| 10 | IT/QC/SOP/07 | Pengecekan Chemical | 1-3 | 8 | 18/09/2023 | PIC QC |
| 11 | IT/QC/SOP/08 | Pengecekan kupas siram dan timbang daun | 1-2 | 0 | 31/01/2020 | PIC QC |
| 12 | IT/QC/SOP/09 | Pengukuran Alat | 1-3 | 0 | 06/01/2023 | PIC QC |
| 13 | IT/QC/SOP/10 | Penanganan komplain internal dan komplain eksternal | 1-2 | 0 | 18/09/2023 | PIC QC |
| 14 | IT/QC/SOP/11 | Proses pengecekan pembuatan kantong | 1-2 | 1 | 24/10/2023 | PIC QC |

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|-------------------|---------------------------|
| Disiapkan oleh : | Disetujui oleh : |
| Jabatan : Staf QC | Jabatan : Manager/ PIC QC |