



SHARP PT. SHARP SEMICONDUCTOR INDONESIA	PAGE : 1 OF 4 DOC.NO : Q – P – GAFR – S.06.04 REV.NO. : 01 EFFECTIVE : 15 April 2003	
PROSEDUR SISTEM MANAJEMEN <MANAGEMENT SYSTEM PROCEDURE>	APPROVED  S. MAGORI	PREPARED  MEGA NURASA
JUDUL <TITLE> :TRANSPORTASI MOBIL OPERASIONAL <OPERATIONAL CAR TRANSPORTATION>		

1. TUJUAN

Prosedur ini bertujuan untuk memastikan proses pengontrolan mobil operasional berjalan lancar guna mendukung kelancaran aktivitas perusahaan.

2. RUANG LINGKUP

Prosedur ini berlaku di General Affair Section, Administration Department PT. Sharp Semiconductor Indonesia.

3. DEFINISI

Tidak ada.

4. DOKUMEN TERKAIT

- 4.1 ISO 9001:2000 Standard – Klausul 6.3 Infrastruktur
- 4.2 Q – P – CCAC – S.08.02 : Account Payable dan Cash Payment

5. PENANGGUNG JAWAB

- 5.1 Staf GA bertanggung jawab untuk menangani pengontrolan terhadap penggunaan mobil operasional.

1. PURPOSE

Purpose of This Procedure is to ensure control process of operational car go well to utilize to support company activity fluency

2. SCOPE

This Procedure is applicable in General Affair Section, Administration Department PT. Sharp Semiconductor Indonesia

3. DEFINITION

None

4. RELATED DOCUMENT

- 4.1 ISO 9001:2000 Standard - Clause 6.3 Infrastructure
- 4.2 Q - P - CCAC - S.08.02 : Account Payable and of Cash Payment

5. RESPONSIBILITY

- 5.1 Staff of GA accountable for handle to control to usage of operational car

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5.2 Supervisor atau Ass. Manager atau Manager GA bertanggung jawab untuk memeriksa dan menandatangani form Permintaan Penggunaan Kendaraan Dinas.

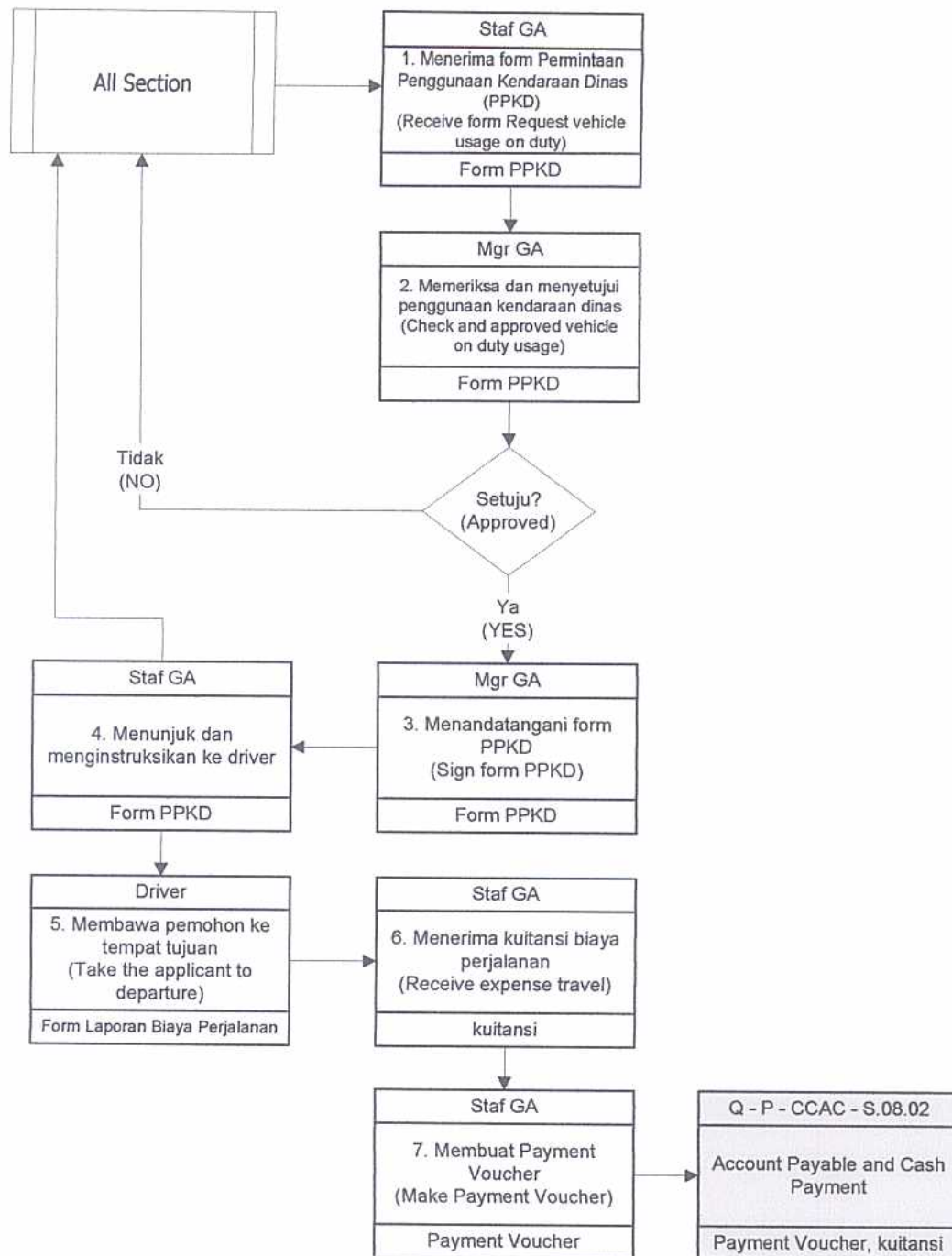
5.3 Section head produksi & divisi head produksi bertanggung jawab untuk memeriksa dan menandatangani form permintaan penggunaan kendaraan dinas.

5.2 Supervisor or of Ass. Manager or of Manager GA responsible to check and sign form Request Of Usage of Vehicle On duty.

5.3 Production Section head & head division of production responsible to check and sign form request of usage of vehicle on duty

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6. RINCIAN PROSEDUR <PROCEDURE IN DETAIL>



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7. CATATAN <NOTE>

Tidak ada.<None>

8. DOKUMEN PENDUKUNG <SUPPORTING DOCUMENT>

No.	Judul <Title>	Masa Simpan <Storage Period>	Penanggung jawab <Responsible>
1	Form Permintaan Penggunaan Kendaraan Dinas <Vehicle on duty car request form>	1 tahun<year>	GA Staff
2	Form Laporan Biaya Perjalanan <Travel Expense Report Form>	1 tahun<year>	GA Staff

9. CATATAN PERUBAHAN <REVISION RECORD>

No. Rev.	Perubahan <Revision>	Tanggal <Date>
01	- Penambahan para 5.3 <Add paragraph 5.3>	15 April 2003