





Latest Update : April 08<sup>th</sup>, 2021

 <b>JOB DESCRIPTION</b>	
<b>TITLE</b>	Document Control
<b>Report to</b>	Inspector / Inspector Supervisor
<b>Department</b>	Inspection and Testing
<b>Qualification Level</b>	Staff
<b>Education</b>	Bachelor Degree / Diploma Degree
<b>Training</b>	<ul style="list-style-type: none"> <li>- HSE General Induction</li> <li>- Emergency Drill</li> <li>- Lifting Gear Inspection</li> </ul>
<b>Basic Competencies/Skill</b>	<ul style="list-style-type: none"> <li>- Ability to cooperate with inspectors and all related</li> <li>- Proficient with MS office, English both oral &amp; written</li> <li>- Willing to work underpressure English proficiency will be an advantage.</li> </ul>
<b>Experience</b>	With 2 years experience in related field
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>- Daily Report to inspector/inspector supervisor</li> <li>- Collect and record daily service timesheet of Personnel and reporting to PM at the end of Month</li> <li>- Create PR related to Testing and Inspection Department</li> <li>- Liase with client and disnaker to finalize report and MOM certificate</li> <li>- Collect, filling all report from inspector once job completed and liase with SPV/PM to review before sent to client</li> <li>- Filling all document related to project (Procedure, MOM certificate, Costumer Satisfaction Report, Third Party Service Timesheet, etc)</li> <li>- Record personnel assignment in excel sheet</li> <li>- Actively participate in informing when finding discrepancies and deviations from company and costumer regulations to SPV and PM</li> <li>- Following Company and Customer Regulation</li> <li>- To assume other related duties as may be assigned by the Supervisor/Manager on the daily basis.</li> <li>- Comply with the K3L policy that applies in the company</li> <li>- Actively involved in all Safety, Health, and Environmental protection program</li> <li>- Perform all duties assigned by management team</li> </ul> <p><b>Notes:</b>  <i>The responsibilities and job descriptions are not limited to the listed above but the supervisor/manager may assign other related duties as required by the company</i></p>
<b>Special Skills</b>	

APPROVAL

 Name : Sri Utami W Date : 21 Apr 2021		 Name : FX PERMANNO S Date : 20 April 2021	 Name : Toimatul K. Date : 20 April 2021
<b>Human Resources</b>	<b>Supervisor/Coordinator</b>	<b>HOD</b>	<b>Employee</b>