

PT. INSPEKTINDO SINERGI PERSADA
PERSONAL WORKING TIME SHEET



Employee Name : Darmoko
 Employee ID : 13079
 Period Of : 21 Aug-20 Sep 2022

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE							
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)	
					DAYTRIP	OVERNIGHT						
1	21-Aug-22	Sunday										
2	22-Aug-22	Monday										
3	23-Aug-22	Thursday										
4	24-Aug-22	Wednesday										
5	25-Aug-22	Tuesday										
6	26-Aug-22	Friday										
7	27-Aug-22	Saturday										
8	28-Aug-22	Sunday										
9	29-Aug-22	Monday										
10	30-Aug-22	Thursday										
11	31-Aug-22	Wednesday										
12	01-Sep-22	Tuesday										
13	02-Sep-22	Friday										
14	03-Sep-22	Saturday	08.00-17.00	Equipment preparation and document from Bartam for Pertamina EP Zona 7 Audit & Mobilization		1						
15	04-Sep-22	Sunday	08.00-17.00	Setup office meeting for equipment showing, prepare equipment and document for Pertamina EP zona 7 audit		1						
16	05-Sep-22	Monday	08.00-17.00	Perform as auditee for Audit Pertamina EP Zona 7		1						
17	06-Sep-22	Thursday	08.00-17.00	Audit Asset and indentifi item and register to system for prduction need		1						
18	07-Sep-22	Wednesday	08.00-17.00	audit asset and upload data to system and register unlisted asset to system		1						
19	08-Sep-22	Tuesday	08.00-17.00	Procedure sosialisasi : Warehouse Procederu (distribution & receiving), FAMS & Internal calibration		1						
20	09-Sep-22	Friday	08.00-17.00	Internal Fixed Asset audit at SLB Tubular CIB Tubular Segmen		1						
21	10-Sep-22	Saturday	08.00-17.00	Internal Fixed Asset audit at SLB Tubular CIB Tubular Segmen		1						
22	11-Sep-22	Sunday	08.00-17.00	Standby		1						
23	12-Sep-22	Monday	08.00-17.00	Internal Fixed Asset audit at SLB Tubular CIB Segmen		1						
24	13-Sep-22	Thursday	08.00-17.00	Procedure sosialisasi : Warehouse Procederu (distribution & receiving), FAMS & Internal calibration & internal fixed asset audit at Sopodel Office		1						
25	14-Sep-22	Wednesday	08.00-17.00	Procedure sosialisasi : Warehouse Procederu (distribution & receiving), FAMS & Internal calibration		1						
26	15-Sep-22	Tuesday	08.00-17.00	Internal Fixed Asset audit at SLB Tubular CIB Lifting Segmen		1						
27	16-Sep-22	Friday	08.00-17.00	Internal Fixed Asset audit at SLB Tubular CIB Segmen		1						
28	17-Sep-22	Saturday	08.00-17.00	Upload Foto and register non-listed asset to system and demob to Batam		1						
29	18-Sep-22	Sunday										
30	19-Sep-22	Monday										
31	20-Sep-22	Thursday										
TOTAL						15		-	-			-

- NOTES :**
1. Personal Working Timesheet shall be submitted to HR & Admin. Dept. with complete Dept. approval
 2. Personal Working Timesheet with complete approval shall be submitted to HR & Admin. Dept max. 2 days after cut off date

Submitted by,

 @darmoko
 Empl. Name

Reviewed by,

 Supervisor

Approved by

 Dept. Head

Verified by,

 HR & Admin. Dept

