

**PT. INSPEKTINDO SINERGI PERSADA**  
**PERSONAL WORKING TIME SHEET**



|               |                                       |
|---------------|---------------------------------------|
| Employee Name | : RENAULT ADY SATRYA                  |
| Employee ID   | : 21291                               |
| Period Of     | : 21 Agustus 2021 - 20 September 2021 |

| NO           | DATE      | DAY       | WORKING TIME  | DETAIL JOB DESCRIPTION   | ALLOWANCE |           |          |             |      |           |                    |
|--------------|-----------|-----------|---------------|--|-----------|-----------|----------|-------------|------|-----------|--------------------|
|              |           |           |               |  | ONSHORE   |           | OFFSHORE | MOB / DEMOB | MEAL | TRANSPORT | OVER TIME (HOUR/S) |
|              |           |           |               |  | DAYTRIP   | OVERNIGHT |          |             |      |           |                    |
| 1            | 21-Agu-21 | saturday  | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 2            | 22-Agu-21 | sunday    | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 3            | 23-Agu-21 | monday    | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 4            | 24-Agu-21 | tuesday   | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 5            | 25-Agu-21 | wednesday | 06:00 - 18:00 | anter tim HDL ke base 2, jemput tim SPU Arifin di jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2                              |           | 1         |          |             |      |           |                    |
| 6            | 26-Agu-21 | thursday  | 06:00 - 18:00 | anter tim HDL ke base 2, Anter tim NPU Suwandi ke jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2                              |           | 1         |          |             |      |           |                    |
| 7            | 27-Agu-21 | friday    | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 8            | 28-Agu-21 | saturday  | 06:00 - 18:00 | anter tim HDL ke base 2, anter tim CPU Denyto jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2, jemput tim CPU di jetty bravo 2 |           | 1         |          |             |      |           |                    |
| 9            | 29-Agu-21 | sunday    | 06:00 - 18:00 | anter tim HDL ke base 2, anter tim CPU Denyto jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2, jemput tim CPU di jetty bravo 2 |           | 1         |          |             |      |           |                    |
| 10           | 30-Agu-21 | monday    | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 11           | 31-Agu-21 | tuesday   | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 12           | 01-Sep-21 | wednesday | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 13           | 02-Sep-21 | thursday  | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 14           | 03-Sep-21 | friday    | 06:00 - 18:00 | anter tim HDL ke base 2, anter Tim CPA andri to jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2                                |           | 1         |          |             |      |           |                    |
| 15           | 04-Sep-21 | saturday  | 06:00 - 18:00 | anter tim HDL ke base 2, suport tim audit PHM Yayan handil to balikpapan, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2                     |           | 1         |          |             |      |           |                    |
| 16           | 05-Sep-21 | sunday    | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 17           | 06-Sep-21 | monday    | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 18           | 07-Sep-21 | tuesday   | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 19           | 08-Sep-21 | wednesday | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 20           | 09-Sep-21 | thursday  | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 21           | 10-Sep-21 | friday    | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 22           | 11-Sep-21 | saturday  | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 23           | 12-Sep-21 | sunday    | 04:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 24           | 13-Sep-21 | monday    | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 25           | 14-Sep-21 | tuesday   | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 26           | 15-Sep-21 | wednesday | 06:00 - 18:00 | anter tim HDL ke base 2, jemput tim SPU jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 27           | 16-Sep-21 | thursday  | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2  |           | 1         |          |             |      |           |                    |
| 28           | 17-Sep-21 | friday    | 06:00 - 18:00 | anter tim HDL ke base 2, Collect report from inspector, checking report, make master sumamry at mess handil, jemput tim HDL di base 2, antar tim Handil, mob/ demob handil ke balikpapan                   |           | 1         |          |             |      |           |                    |
| <b>TOTAL</b> |           |           |               |  |           | 28        |          |             | 0    |           |                    |

- 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,   
Renault Ady Satrya  
Empl. Name

Reviewed by,   
Pambudhi Kristyanto  
Supervisor

Approved by \_\_\_\_\_  
Dept. Head

Verified by \_\_\_\_\_  
HR & Admin. Dept