

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



Employee Name	: RENAULT ADY SATRYA
Employee ID	: 21291
Period Of	: 21 January - 20 February 2022

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE						
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)
					DAYTRIP	OVERNIGHT					
1	21-Jan-22	Friday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
2	22-Jan-22	Saturday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Suport Tim Audit Fahrozi, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					5 (OT yang belum terbayarkan)
3	23-Jan-22	Sunday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					6 (OT yang belum terbayarkan)
4	24-Jan-22	Monday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
5	25-Jan-22	Tuesday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
6	26-Jan-22	Wednesday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
7	27-Jan-22	Thursday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
8	28-Jan-22	Friday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
9	29-Jan-22	Saturday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2, Jemput Yulius di senipah bawa ke klinik untuk antigen setelah itu bawa ke mess handil		1					
10	30-Jan-22	Sunday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
11	31-Jan-22	Monday	06:00 - 20:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2, jemput tim CPU di jetty bravo 2 dari handil anter ke balikpapan		1					
12	01-Feb-22	Tuesday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
13	02-Feb-22	Wednesday	04:00 - 18:00	jemput tim NPU di balikpapan, send CPA team to jetty bravo 2 and Handil team to handil base 2, anter tim NPU ke jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					3
14	03-Feb-22	Thursday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
15	04-Feb-22	Friday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
16	05-Feb-22	Saturday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, pick up the CPU team at jetty bravo 2 anter from Handil to Balikpapan, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
17	06-Feb-22	Sunday	06:00 - 22:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2, dari handil anter Subhan Riski ke balikpapan dan ambil wire rope test di senipah		1					4
18	07-Feb-22	Monday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
19	08-Feb-22	Tuesday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
20	09-Feb-22	Wednesday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
21	10-Feb-22	Thursday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
22	11-Feb-22	Friday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
23	12-Feb-22	Saturday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
24	13-Feb-22	Sunday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
25	14-Feb-22	Monday	06:00 - 22:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, , Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2, from handil pick up the HCA team and the toolbox in Balikpapan, from behind the HCA team they go to Handil's mess		1					
26	15-Feb-22	Tuesday	06:00 - 20:30	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2, support audit team, from mess handil to POB main gate handil base, take Mr. yani's PPE to take to the senipah mess		1					


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**PERSONAL WORKING TIME SHEET**




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NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE						
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)
					DAYTRIP	OVERNIGHT					
27	16-Feb-22	Wednesday	06:00 - 23:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2, from mess handil pick up Aripin's NPU team, Deny/Swargi CPU team from Balikpapan and from Balikpapan bring them to Handil's mess		1					
28	17-Feb-22	Thursday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, pick up the NPU team Andri/Nico at JETTY BRAVO 2, Anter the Aripin/Agus NPU team at JETTY BRAVO 2, Anter tim CPU Deny/Swargi di JETTY BRAVO 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
29	18-Feb-22	Friday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
30	19-Feb-22	Saturday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
31	20-Feb-22	Sunday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up CPA team to jetty bravo 2 and Handil team to handil base 2		1					
<b>TOTAL</b>						31					18

- 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  
 Empl. Name

Reviewed by,  
  
 Pambudhi Kristyanto  
 Supervisor

Approved by  
  
 Dept. Head

Verified by,  
  
 HR & Admin. Dept