

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



Employee Name	: RENAULT ADY SATRYA
Employee ID	: 21291
Period Of	: 01 June - 20 May 2022

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE						
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)
					DAYTRIP	OVERNIGHT					
1	01-Jun-22	Wednesday	06:00 - 18:00	send CPU team to jetty bravo 2, Collect report from inspector, checking report, make master sumamry at mess handil, pick up the HCA team at FOIP Balikpapan bring it to the mess handil		1					
2	02-Jun-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					
3	03-Jun-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					
4	04-Jun-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					
5	05-Jun-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	06-Jun-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					
7	07-Jun-22	Tuesday	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, Pick up the NPU team in Balikpapan anter to mess handil		1					5
8	08-Jun-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, Pick up the SPU team in Balikpapan anter to mess handil		1					5
9	09-Jun-22	Thursday	06:00 - 21:00	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 take wire rope test in mess senipah		1					3
10	10-Jun-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					
11	11-Jun-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					
12	12-Jun-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					
13	13-Jun-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					
14	14-Jun-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					
15	15-Jun-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					
16	16-Jun-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					
17	17-Jun-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					
18	18-Jun-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					
19	19-Jun-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					
20	20-Jun-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					
<b>TOTAL</b>						20					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,   
 Empl. Name

Reviewed by,   
 Supervisor

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

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