

PT. INSPEKTINDO SINERGI PERSADA
PERSONAL WORKING TIME SHEET



Employee Name : RENAULT ADY SATRYA
 Employee ID : 21291
 Period Of : 16 December 2021 - 20 January 2022

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE						
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)
					DAYTRIP	OVERNIGHT					
1	16-Dec-21	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					
2	17-Dec-21	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					
3	18-Dec-21	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					
4	19-Dec-21	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					
5	20-Dec-21	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					
6	21-Dec-21	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					
7	22-Dec-21	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					
8	23-Dec-21	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					
9	24-Dec-21	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					
10	25-Dec-21	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					
11	26-Dec-21	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					
12	27-Dec-21	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					
13	28-Dec-21	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					
14	29-Dec-21	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					
15	30-Dec-21	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					
16	31-Dec-21	Friday	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	01-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		1					
18	02-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					
19	03-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					
20	04-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					
21	05-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					
22	06-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					
23	07-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					
24	08-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		1					
25	09-Jan-22	Sunday	06:00 - 18:00	send CPA team to jetty bravo 2 and Handil team to handil base 2, Pick up the HCA team (Andi aan and Subhan Rizky) from Balikpapan and bring them to the handil mess, 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
26	10-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					1,5
27	11-Jan-22	Tuesday	06:00 - 18:00	send 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, 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
28	12-Jan-22	Wednesday	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	13-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					

PT. INSPEKTINDO SINERGI PERSADA
PERSONAL WORKING TIME SHEET




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Employee ID	: 21291
Period Of	: 16 December 2021 - 20 January 2022

NO	DATE	DAY	WORKING TIME	DETAIL JOB DESCRIPTION	ALLOWANCE						
					ONSHORE		OFFSHORE	MOB / DEMOB	MEAL	TRANSPORT	OVER TIME (HOUR/S)
					DAYTRIP	OVERNIGHT					
30	14-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					
31	15-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		1					
32	16-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					
33	17-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					
34	18-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					
35	19-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					
36	20-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					
TOTAL						36					11

- 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

OVER TIME FORM



Dept : Inspection & Testing
 Day / Date : Sunday / 09 Jan 2022

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
21291	Renault	18.00	22.00	from handil pick up the HCA team and the toolbox in Balikpapan, from behind the HCA team they go to Handil's mess				

Proposed by,

(Renault)

Approved by,

(Department Head)

Acknowledged by,

(HR Department)

ISP-F06-HR-01

OVER TIME FORM



Dept : Inspection & Testing
 Day / Date : Monday / 10 Jan 2022

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
21291	Renault	19.00	20.30	support audit team, from mess handil to POB main gate handil base, take Mr. yani's PPE to take to the senipah mess				

Proposed by,

(Renault)

Approved by,

(Department Head)

Acknowledged by,

(HR Department)

ISP-F06-HR-01

OVER TIME FORM



Dept : Inspection & Testing
 Day / Date : Thursday / 11 Jan 2022

Emp. No.	Name Of Employee	Time		Description	Payroll use only			
		Start	Finish		X 1.5	X 2	X 3	X 4
21291	Renault	18.00	23.00	From mess handil, pick up the CPU and NPU team from Balikpapan, pick up tools and consumables at FOIP Balikpapan and go straight to mess handil				

Proposed by,

(Renault)

Approved by,

(Department Head)

Acknowledged by,

(HR Department)

ISP-F06-HR-01