



**ATTENDANCE LIST AND
REPORT OF MEETING FORM**
DAFTAR HADIR DAN LAPORAN HASIL RAPAT

Document
Number

FOM OHS 04S

Revised

1

SECTION A: APPLICATION / APLIKASI

AGENDA

- Incidents / Insiden
- Hazard Reporting / Pelaporan bahaya
- Occupational Health and Safety Topic / Topik keselamatan dan Kesehatan Kerja
- Operational / Technical / Operasi / Teknis

SECTION B: MEETING DETAILS / RINCIAN RAPAT

Shift Meeting Rapat shift <input type="checkbox"/>	Weekly Meeting Rapat mingguan <input type="checkbox"/>	Departmental Meeting Rapat Departemen <input type="checkbox"/>	Safety Committee Komite Keselamatan <input type="checkbox"/>	Management Review Tinjauan Manajemen <input type="checkbox"/>	
Date Tanggal	20/02 15	Time Waktu	10.57.	Dept Dept.	operation & Technical
Location Lokasi	Jetty.				

SECTION C: NOTES / CATATAN

Evaluation of fire Drill and Evacuation on Jetty.

SECTION D: PARTICIPANTS / PESERTA

No.	NAME / NAMA	POSITION / POSISI	SIGNATURE / TANDA TANGAN	B/N
1	TOTO.P	FOREMAN		2364.
2	Budi.H	CRANE OPERATOR		20592
3	SUTRISNO	CRANE OP		11479
4	MULYADI	CRANE OP		4322
5	ARMAH	---		14791
6	Heera	Electric		20660
7	Angga felbia	Op - Crane		14746
8	Agus Santoso	Op Crane		2012
9	RUDI HARTONO	Op. CRANE		2027
10	(Halik CB)	---		2241
11	Chamin	Supply officer		



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12	SUBROTO	PORT CAPTAIN	<i>[Signature]</i>	2735
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SECTION E: CARRIED ACTIONS / SEKSI E: TINDAKAN YANG DIHASILKAN

DESCRIPTION GAMBARAN	PIC PENAGGUN G JAWAB	DEADLINE BATAS AKHIR	STATUS STATUS
- Informed how to operate fire extinguisher.			
- Check fire extinguisher and protect / put pin at handle.			
- Reminded all people, emergency equipment is only used in emergency situations, never try for fun or joking.			
- Immediately inform the safety officer if it finds extinguisher not properly.			