



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 checked="" 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	12-11-15	Time Waktu	10:00	Dept Dept.	OPERATIONAL
Location Lokasi	OFFICE MEETING ROOM				

SECTION C: NOTES / CATATAN

Operational Departmental Meeting.

SECTION D: PARTICIPANTS / PESERTA

No.	NAME / NAMA	POSITION / POSISI	SIGNATURE / TANDA TANGAN	B/N
1	FIRIADY	FOREMAN		0325
2	Sulawan	port captain		2008
3	SUBROTO	PORT CAPTAIN		2735
4	TOTO W	FOREMAN		2369
5	Bayu P	port capt		18217
6	BRUNO	pc.		12490
7	K. KALA	FOREMAN		19300
8	Mushidi	port Captain		20411
9	Chau	Safety		
10	Setyono	off manager		2421
11	Dwi Hartanto	site manager		

