

### Justification Business Visitor for Mine Maintenance

| Name                 | NIK/Passport     | Company Name   | Position   |
|----------------------|------------------|----------------|--|
| Suwono               | 3573051401820011 | Trakindo Utama | SHE Strategy and Governance Manager              |
| Alfrincestin Pailaha | 6408045404850008 | Trakindo Utama | Environment and Contamination Control Supervisor |

- What is the objective of the visit Mine Maintenance?
  - Practicing the Audit method by referring to the Contamination Control guidelines also including the scoring system.
  - Convey Contamination Control basics and initiatives in the class training to get an overview of the implementation of Contamination Control to support activities in the Mine Maintenance workshop and warehouse
  - Sharing best practices in Contamination Control implementing by displaying best practices from various Dealers and including customers globally.
- Who are the people in AMMAN plan to meet?
  - Pak Jeffry Hasibuan – Senior Maintenance Manager
  - Pak Bruce White – Planning and Warehouse Manager
- What is the benefit of this visitor for AMMAN and Mine Maintenance?
  - Assist Mine Maintenance team to be able to do Contamination Control Self audit.
  - Development Contamination Control basic through the implementation of CC procedures which include Clean Facilities, Clean Components, Clean Process and Clean Fluids
  - The main focus / benefits of implementing Contamination Control program are increase component life, reduced component rebuild cost, increase fluid life and increase filter life besides that there are additional focuses such as reduced re-work, improved safety metrics, decreased warranty, extended oil life etc.
- The visit Itinerary need to share to people on item 3 prior to visit site

*Attached*
- Soft copy documents required: KTP/Passport/VISA, Certificate Vaccination

Reviewed and proposed by,

Name : Adriaan Pretorius (Trakindo)

ID Badge : 30001266

Position : TBHD GOM

Date : 26<sup>th</sup> May, 2022

Approved by,

Name : Jeffry Hasibuan

ID Badge : 10106728

Sr. Manager Mine Maintenance

Date: 26<sup>th</sup> May, 2022

*Note : The justification and supporting documents need to send to admin at minimum 2 weeks prior to date visit*



**CONTAMINATION CONTROL (CC)  
TRAINING AND AUDIT OFFICIAL VISIT ITINERARY**

**Group Name** : Contamination Control Trainer and Auditor  
**Date** : 14<sup>th</sup> to 17<sup>th</sup> June 2022  
**Sponsored by** : Jeffry Hasibuan  
**Purpose** : Contamination Control Training and Audit

**LIST OF PARTICIPANTS**

| No | Name & ID Badge           | Company/Position   |
|----|---------------------------|--|
| 1. | XX / Suwono               | Trakindo Utama Head Office (HO) / SHE Strategy and Governance Manager              |
| 2. | XX / Alfrincestin Pailaha | Trakindo Utama Head Office (HO) / Environment and Contamination Control Supervisor |

**ITINERARY**

| Time  | Activities   | PIC   | Remarks   |
|---|--|---|---|
| <b>Day 1 – Tuesday, 14<sup>th</sup> June 2022</b>   |  |   |   |
| - 13.00   | Traveling to site<br>BIL – AMNT Kayangan Port – AMNT Benete Port <ul style="list-style-type: none"> <li>▪ Sea Plane boarding 15.00 Wita</li> <li>▪ Camp service</li> </ul> | Sary Diah<br>Mahendrawati<br>Betty Pusanty<br>Irwansyah | Sea Plane Booking and Camp request by Sari Diah M & Betty P<br>Transport TU130 by Irwansyah   |
| 18.00 – 18.15                                       | Induction & Badge (Benete Port)  | Betty Pusyanti<br>Irwansyah                             | Badge and PPE prepare by Office Operation (OO)<br>Transport with Safety Department TU130  |
| 19.00 – 20.00                                       | Dinner at Mess Hall Townsite   | Irwansyah   | LV : TU130<br>Driver : Irwansyah  |
| <b>Day 2 – Wednesday, 15<sup>th</sup> June 2022</b> |  |   |   |
| 06.30 – 07.00                                       | Breakfast at Mess Hall Townsite  | Irwansyah   | LV : TU130<br>Driver : Irwansyah  |
| 07.00 – 07.30                                       | Trakindo Utama Induction   | Irwansyah   | Trakindo Utama Concentrator Meeting Room  |
| 08.00 – 09.45                                       | Contamination Control for Customer Class Training  | Irwansyah<br>Agus Setiawan                              | Training Kit and Class Training model preparation by Agus S and Irwansyah<br>Location : TBA Base on Participant Number<br>CC Trainer : <ul style="list-style-type: none"> <li>▪ Suwono</li> </ul> |

|  |   |                            |   |
|--|---|----------------------------|---|
|  |   |                            | <ul style="list-style-type: none"> <li>▪ Alfrincestin Pailaha</li> </ul>  |
| 09.45 – 10.00                                      | Break   | Chintya A                  | Snack for Participant and Trainer (Order)   |
| 10.00 – 12.00                                      | Contamination Control for Customer Class Training | Irwansyah<br>Agus Setiawan | Training Kit and Class Training model preparation by Agus S and Irwansyah<br>Location : TBA Base on Participant Number<br>CC Trainer : <ul style="list-style-type: none"> <li>▪ Suwono</li> <li>▪ Alfrincestin Pailaha</li> </ul> |
| 12.00 – 13.00                                      | Lunch and Praying                                 | Wira Sanjaya<br>Chintya A  | Lunch room and Mushollah<br>Lunch box (Pack Meal) for Participant and Trainer (Order)   |
| 13.00 – 15.45                                      | Contamination Control for Customer Class Training | Irwansyah<br>Agus Setiawan | Training Kit and Class Training model preparation by Agus S and Irwansyah<br>Location : TBA Base on Participant Number<br>CC Trainer : <ul style="list-style-type: none"> <li>▪ Suwono</li> <li>▪ Alfrincestin Pailaha</li> </ul> |
| 15.45 – 16.15                                      | Break   | Chintya A                  | Snack for Participant and Trainer (Order)   |
| 16.15 – 17.00                                      | Contamination Control for Customer Class Training | Irwansyah<br>Agus Setiawan | Training Kit and Class Training model preparation by Agus S and Irwansyah<br>Location : TBA Base on Participant Number<br>CC Trainer : <ul style="list-style-type: none"> <li>▪ Suwono</li> <li>▪ Alfrincestin Pailaha</li> </ul> |
| 19.00 – 20.00                                      | Dinner at Mess Hall Townsite                      | Irwansyah                  | LV : TU130<br>Driver : Irwansyah  |
| <b>Day 3 – Thursday, 16<sup>th</sup> June 2022</b> |   |                            |   |
| 06.30 – 07.30                                      | Breakfast at Mess Hall Townsite                   | Irwansyah                  | LV : TU130<br>Driver : Irwansyah  |
| 07.30 – 08.00                                      | To Trakindo Concentrator Office                   | Irwansyah                  | LV: TU130<br>Driver: Irwansyah  |

|  |   |                            |  |
|--|---|----------------------------|--|
| 08.00 – 09.45                                    | Contamination Control for Customer Class Training | Irwansyah<br>Agus Setiawan | Training Kit and Class Training model preparation by Agus S and Irwansyah<br>Location : TBA Base on Participant Number<br>CC Trainer :<br><ul style="list-style-type: none"> <li>▪ Suwono</li> <li>▪ Alfrincestin Pailaha</li> </ul> |
| 09.45 – 10.00                                    | Break   | Chintya A                  | Snack for Participan and Trainer (Order)   |
| 10.00 – 12.00                                    | Contamination Control for Customer Class Training | Irwansyah<br>Agus Setiawan | Training Kit and Class Training model preparation by Agus S and Irwansyah<br>Location : TBA Base on Participant Number<br>CC Trainer :<br><ul style="list-style-type: none"> <li>▪ Suwono</li> <li>▪ Alfrincestin Pailaha</li> </ul> |
| 12.00 – 13.00                                    | Lunch and praying                                 | Wira Sanjaya<br>Chintya A  | Lunch room and Mushollah<br>Lunch box (Pack Meal) for Participant and Trainer (Order)  |
| 13.00 – 15.45                                    | Contamination Control for Customer Class Training | Irwansyah<br>Agus Setiawan | Training Kit and Class Training model preparation by Agus S and Irwansyah<br>Location : TBA Base on Participant Number<br>CC Trainer :<br><ul style="list-style-type: none"> <li>▪ Suwono</li> <li>▪ Alfrincestin Pailaha</li> </ul> |
| 15.45 – 16.15                                    | Break   | Chintya A                  | Snack for Participant and Trainer (Order)  |
| 16.15 – 17.00                                    | Contamination Control for Customer Class Training | Irwansyah<br>Agus Setiawan | Training Kit and Class Training model preparation by Agus S and Irwansyah<br>Location : TBA Base on Participant Number<br>CC Trainer :<br><ul style="list-style-type: none"> <li>▪ Suwono</li> <li>▪ Alfrincestin Pailaha</li> </ul> |
| 19.00 – 20.00                                    | Dinner at Mess Hall Townsite                      | Irwansyah                  | LV : TU130<br>Driver : Irwansyah   |
| <b>Day 4 – Friday, 17<sup>th</sup> June 2022</b> |   |                            |  |
| 06.30 – 07.00                                    | Breakfast at Mess Hall Townsite                   | Irwansyah                  | LV : TU130<br>Driver : Irwansyah   |

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|--|--|---|--|
| 07.00 – 07.45                                      | To Trakindo MMA  | Irwansyah   | LV: TU130<br>Driver: Irwansyah<br>Audit Preparation<br>(MMA Workshop and Warehouse)  |
| 08.00 – 09.45                                      | Contamination Control Audit at MMA Workshop Customer Facility  | Auditor and Auditee                                     | Facilitator Audit : Irwansyah<br>CC Auditor :<br>▪ Suwono<br>▪ Alfrincestin Pailaha<br>Auditee Reps : TBA<br>Water drink order |
| 09.45 – 10.00                                      | Break  | Chintya A   | Snack for Participant and Trainer (Order)  |
| 10.00 – 12.00                                      | Contamination Control Audit at MMA Warehouse Customer Facility | Auditor and Auditee                                     | Facilitator Audit : Irwansyah<br>Auditee Reps : TBA<br>CC Auditor :<br>▪ Suwono<br>▪ Alfrincestin Pailaha<br>Water drink order |
| 12.00 – 13.00                                      | Lunch and praying  | Wira Sanjaya<br>Chintya A                               | Lunch room and Mushollah<br>Lunch box (Pack Meal) for Participant and Trainer (Order)  |
| 13.00 – 16.00                                      | Auditor Discussion   | Irwansyah   | MMA Office   |
| 16.00 – 17.00                                      | Auditor Presentation and closing                               | Irwansyah   | Meeting room booking<br>Invitation Email for Auditee and Mine Maintenance Operation  |
| 19.00 – 20.00                                      | Dinner at Mess Hall Townsite                                   | Irwansyah   | LV : TU130<br>Driver : Irwansyah   |
| <b>Day 5 – Saturday, 18<sup>th</sup> June 2022</b> |  |   |  |
| 06.30 – 07.00                                      | Breakfast at Mess Hall Townsite                                | Irwansyah   | LV : TU130<br>Driver : Irwansyah   |
| 07.00 -  | Traveling back to Jakarta                                      | Sary Diah<br>Mahendrawati<br>Betty Pusanty<br>Irwansyah | Request Seaplane by Sari Diah M & Betty P<br>Transport TU130 by Irwansyah  |

CC → Awareness  
 → Auditor → CC → 3 days  
 Ancil → 2 <sup>Smart work</sup> <sub>Smart R.</sub> | truck : 2 | shared/Drill =  
 Males → WH : 2 | AA  
 Last updated: 06/06/22 11:08 AM  
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