

 	FORMULIR Laboratorium S.O.S PT. TRAKINDO UTAMA	Nomor	TU.SOS.FRM.61a
		Tanggal	1 Januari 2017
		Revisi	3
		Halaman	1 dari 2
Agenda Kaji Ulang Manajemen			

PENYELENGGARAAN

Date : 30-31 Agustus 2023
 Time : 08.00 – 17.00 WIB
 Venue : Ruang Meeting Tiara 6 Gedung TMT 1 Lantai GF
 Accomodation : Hotel
 Transportation : Taxi/Travel
 Coordinator : Arie Noer Hardian
 Contact Number : 081119604681

OBJECTIVES

1. Review of Lab SOS Performance during 2022-2023
2. Evaluating Implementation of ISO/IEC 17025:2017 Requirement
3. Evaluating Implementation of CAT Standardization Requirement
4. SOS Lab Strategy and Objectives on 2023-2024
5. Review of Quality Management System Document
6. Setting Goal on 2023-2024
7. Planning and discussing strategy for 2023-2024

PARTICIPANTS

Unit	:	Name
Manager SES	:	Widodo Pudiyanto
Manager SOS Governance	:	Dani Ismail
Sr. Supervisor Lab Ops BSD	:	Siti Yuniarti
Sr. Supervisor Lab Ops BPN	:	Hadi Pratomo
Supervisor SOS Lab BHJ	:	Alif Naufahrisya Hamdi
Supervisor SOS Lab KK	:	Dolvianus Tammu
Specialist SOS System	:	Andre Trivargandaka
Sr. Specialist SOS Quality	:	Arie Noer Hardian
Sr. Specialist SOS Interpreter	:	Agus Setiono
Spv SOS Interpreter BPN	:	Fando Ruzano Palada
Spv SOS Interpreter BSD	:	Basuki Rachmat
Specialist SOS System	:	Christine Natalia
Sr. Analyst SOS Quality	:	Asri Puspitasari
Sr. Analyst SOS Quality	:	Muhammad Arsad

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FACILITATOR		
Unit	:	Name
Manager SOS Governance	:	Dani Ismail
Sr. Supervisor Lab Ops BSD	:	Siti Yuniarti & Basuki R
Sr. Supervisor Lab Ops BPN	:	Hadi Pratomo & Fando R P
Supervisor SOS Lab BHJ	:	Alif Naufahrissy Hamdi
Supervisor SOS Lab KK	:	Dolvianus Tammu
Specialist SOS System	:	Andre Trivargandaka & Christine N
Sr. Specialist SOS Quality	:	Arie N Hardian, Asri P & M Arsad
Sr. Specialist SOS Interpreter	:	Agus Setiono

Waktu (WIB)	Kegiatan	Pembicara
Hari Pertama		
7.30 – 8.00	Meeting Preparation	All
8.00 – 8.45	Opening Speech	Widodo Pudiyanto
8.45 – 9.30	SOS Governance	Dani Ismail
9.30 – 10.15	SOS Lab BSD Presentation	Siti Yuniarti
10.15 – 10.30	Coffee Break	All
10.30 – 11.15	SOS Lab BHJ Presentation	Alif Naufahrissy Hamdi
11.15 – 12.00	SOS Lab BPN Presentation	Hadi Pratomo
12.00 – 13.00	Break Lunch	All
13.00 – 13.45	SOS Lab KK Presentation	Dolvianus Tammu
13.45 – 14.30	SOS Quality Presentation	Arie Noer Hardian
14.30 – 15.15	SOS Interpreter Presentation	Agus Setiono
15.15 – 15.45	Coffee Break	All
15.45 – 16.30	SOS System Presentation	Andre Trivargandaka
16.30 – 17.00	Question and Discussion	All
Hari Kedua		
8.00 – 9.30	Review Budget 2023 and Set Up Budget 2024	All
9.30 – 10.00	Review CSI 2023	Muhammad Arsad
10.00 – 10.15	Coffee Break	All
10.15 – 11.00	Set Up CSI Action Plan 2023	All
11.00 – 12.00	Innovation and Development	All
12.00 – 13.00	Break Lunch	All
12.30 – 13.30	Review Goal 2022-2023	All
13.30 – 15.00	Setting Goal & 3W 2023-2024	All
15.00 – 16.00	Wrap up & Closing	All