

JOB ASSIGNMENT

INFORMASI PELANGGAN / CUSTOMER INFORMATION

Nama Pelanggan / Customer Name	PT. KMP
Penanggung Jawab / Contact Person	Mr. Arief
Alamat / Address	Lof Buntar.
Nomor Telepon / Telephone Number	
Model / Serial Number	DGR / PWS00579
Sms (Hours)	

INFORMASI DETAIL PEKERJAAN / JOB DETAIL INFORMATION

Work Order No	<input type="checkbox"/> Service	<input type="checkbox"/> Repair	<input type="checkbox"/> Advice	<input type="checkbox"/> Other (Specify)
Nama Serviseman / Serviceman Name	A. Ramadhan. IKBAL.			
Penyelesaian Pekerjaan / Target Compl				
Kendaraan / Vehicle				

DETAIL PEKERJAAN / JOB OUTLINE

- Perform Replace 1x Lamp front left.
 - Take photo x Completed Report.
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-
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CATATAN PENTING / NOTES :

1. Serviseman harus melengkapi dokumen Field Operation Report (FOR) yang telah ditandatangani pelanggan dan Service Report saat kembali ke cabang
Serviseman must complete Field Operation Report (FOR) Acknowledged by Customer and Service Report when return back to branch

2. Komunikasi dan melaporkan perkembangan pekerjaan (Lisan dan Tertulis) selama melakukan pekerjaan kepada Field Supervisor atau Foreman
Communicate and report progress (verbal and written) to Field Supervisor or Foreman during repair job performed

3. Serviseman harus mengembalikan seluruh literature dan tool yang digunakan dalam keadaan bersih dan baik.
Serviseman must return all literatures and tools in clean and good condition

Assigned By,

Acknowledge by



Name Dwi S.N
 Date 29-08-24
 Field Supervisor / Foreman

Name _____
 Date _____
 Customer

Name _____
 Date _____
 Field Serviceman