



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 : 5-6 September 2022
 Time : 08.00 – 17.00 WIB
 Venue : Meeting Room Tiara 7 TMT I Building
 Accomodation : Hotel
 Transportation : Taxi
 Coordinator : Arie Noer Hardian
 Contact Number : 081119604681

OBJECTIVES

1.	Review of Lab SOS Performance during 2021-2022
2.	Evaluating Implementation of ISO/IEC 17025:2017 Requirement
3.	SOS Lab Strategy and Objectives on 2022-2023
4.	Review of Quality Management System Document
5.	Setting Goal on 2022-2023
6.	Planning and discussing strategy for 2022-2023

PARTICIPANTS

Unit	:	Name
Chieft Customer Support	:	Roni Setyawan
Manager SES	:	Risang Wijanarko
Manager SOS Governance	:	Dani Ismail
Sr. Supervisor Lab Ops BSD	:	Siti Yuniarti
Sr. Supervisor Lab Ops BPN	:	Hadi Pratomo
Supervisor SOS Lab BHJ	:	Alif Naufahrissa Hamdi
Supervisor SOS Lab KK	:	Dolvianus Tammu
Sr. Specialist SOS System	:	Fauzi
Sr. Specialist SOS Quality	:	Arie Noer Hardian
Sr. Specialist SOS Interpreter	:	Agus Setiono
SOS Interpreter BPN	:	Fando Ruzano Palada
SOS Interpreter BSD	:	Basuki Rachmat
Sr. Analyst SOS System	:	Andre Trivargandaka
Analyst SOS Quality	:	Asri Puspitasari



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Agenda Kaji Ulang Manajemen

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 Naufahrisya Hamdi
Supervisor SOS Lab KK	:	Dolvianus Tammu
Sr. Specialist SOS System	:	Fauzi
Sr. Specialist SOS Quality	:	Arie Noer Hardian
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	Roni Setyawan and Risang W
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 Naufahrisya Hamdi
11.15 – 12.00	SOS Lab BPN Presentation	Hadi Pratomo
11.45– 12.45	Break Lunch	All
12.45 – 13.00	SOS Lab KK Presentation	Dolvianus Tammu
13.00 – 13.45	SOS Quality Presentation	Arie Noer Hardian
13.45 – 14.30	SOS Interpreter Presentation	Agus Setiono
14.30 – 15.15	SOS System Presentation	Fauzi
15.15 – 15.30	Coffee Break	All
15.30 – 16.30	Question and Discussion	All
Hari Kedua		
8.00 – 9.30	Review Budget 2022 and Set Up Budget 2023	All
9.30 – 10.00	Review CSI 2022	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 2021-2022	All
13.30 – 15.00	Setting Goal & 3W 2022-2023	All
15.00 – 16.00	Wrap up & Closing	All