

OCCUPATIONAL HEALTH & SAFETY PROGRAM (OHS)

PT Great Giant Pineapple



PT. Great Giant Pineapple



1. HIRADC

The company carries out occupational health & safety risk and hazard assessments to identify anything that can cause hazards in the workplace with the following aspects:

			PT. Great Giant Pineapple																No. Doc					
Divisi			HIRADC (Hazard Identification Risk Assessment Determine Control)																Tanggal					
Seksi																			Rev					
Tanggal Review																			Hal					
: PG3																								
: FE																								
: 20 06 2023																								

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2. SHE (Safety, Health, Environment) PROGRAM

The company has several OHS programs as priorities and integrated action plans with measurable targets to address K3 risks and hazards as follows:

PROGRAM KERJA KOMITE SMK3 FACTORY TAHUN 2024

No	Deskripsi	January	February	March	April	May	June	July	August	September	October	November	December	Keterangan
1	Plant tour K3	Ron												Bersamaan dengan Plant Tour total Factory oleh jajaran staff, Kabag. & Manajer Factory
2	Lomba K3 dan Bulan Bempaye K3	Ron	Butan K3											
3	Audit	Ron												
	a. Eksternal	Ron												
	- Surveillance Audit ISO 45001 (Sucalindo)	Ron												
	- External Audit K3 SA 8000	Ron												
	- External Audit Mutasi K3 pada ISO 14001	Ron												
	- External Audit K3/Social Compliances Buyer	Ron												Buyer Kroger, Sisco, Coca Cola, dll.
	b. Internal	Ron												
	- Internal Audit K3 (Integrated)	Ron												Menyesuaikan dengan Jadwal Audit Integrated Management System QA
4	Pengukuran Lingkungan Fisik (Suha, Cehaya, Kebisingan)	Ron												
	a. Oleh Internal	Ron												2x setahun
	b. Eksternal (PIRG atau Dinas terkait)	Ron												Permenaker no. 5 th 2018
5	Lisensi K3 (sertifikat pemeriksaan dan sertifikat operator)	Ron												
	a. Pemeriksaan Berkala Alat & Mesin Factory	Ron												
	b. Pemeriksaan Berkala Perangkal Petir	Ron												
	c. Pemeriksaan Berkala Instalasi Listrik	Ron												
	d. Training SID Baru	Ron												Dijadwalkan 2x setahun atau sesuai kebutuhan
	e. Perpanjang SID	Ron												Menyesuaikan dengan SID yang sudah expire
6	Inspeksi Balance K3/Safety Patrol	Ron												Sebulan sekali / Oleh team QA
7	Backup & Evaluasi K3 Pelaksanaan Kerja	Ron												Batas 10-15 bulanan
8	Verifikasi Follow up BAP Keselamatan Kerja	Ron												Oleh team QA
9	Review HIRN Bagian	Ron												2x setahun/ bila ada bahaya/insiden baru

No	Deskripsi	January	February	March	April	May	June	July	August	September	October	November	December	Keterangan
10	Meeting Balance Tim K3 Factory	Ron												Sebulan sekali
11	Review & Update Regulasi penuntasan K3	Ron												2x setahun
12	Pemeriksaan/kegiatan Fisik Khusus & Berkala karyawan	Ron												Menyesuaikan dengan jadwal Bagan Baku/ Pengaturan
13	Training K3 untuk Tim K3 dan pelaksana Factory	Ron												Menyesuaikan dengan jadwal Bagan Training HRD
14	Workshop K3	Ron												min. 2x setahun per Dept.
15	Safety Briefing	Ron												Menyesuaikan dengan jadwal / Program K3 Departemen
16	Monitoring K3 Konstruksi	Ron												Setiap instalasi/pekerjaan konstruksi di Factory
17	Pemasangan rambu-rambu K3	Ron												Menyesuaikan dengan jadwal / Program K3 Departemen
18	Resapan Tanggapi darurat:	Ron												
	a. Pemadatan UMM	Ron												Setiap bulan
	b. Test Hydrant di SIPAM	Ron												
	- Hydrant Outdoor	Ron												
	- Hydrant Indoor	Ron												Dilaksanakan pada saat libur normal
19	Simulasi Evakuasi Kebakaran darurat:	Ron												
	a. Simulasi Evakuasi Kebakaran	Ron												2x setahun & 2x malam
	b. Simulasi Evakuasi Kebakaran Amok	Ron												Menyesuaikan dengan jadwal Departemen/Construksi
	c. Simulasi Evakuasi Kebakaran Indon	Ron												Menyesuaikan dengan jadwal Bagan Baku/Power Plant
	d. Simulasi Evakuasi Kebakaran Meflone	Ron												Menyesuaikan dengan jadwal Bagan Baku/Power Plant
	e. Simulasi Evakuasi Tanggapan Oli	Ron												Menyesuaikan dengan jadwal Departemen/Bagian
20	MMR (Management Review Meeting)	Ron												2x setahun / Integrated dengan sistem manajemen mutu lainnya

Silahkan
K3 Factory

Menyusup

Mengikuti

Indikator
K3 Factory

Indikator
K3 Factory

Indikator
K3 Factory



3. EMERGENCY RESPONSE PLAN (ERP)

Objective

- To identify potential emergencies and accidents that could have a negative impact on the safety and health of workers and the work environment
- determine appropriate emergency response and mitigation measures to save workers to safe areas, and reduce environmental damage in the event of an emergency
- provide first and further aid to the casualty before further process.
- minimize losses due to emergencies situations.

Scope

ERP procedures apply in the event of an emergency (such as fire, terrorism threats (bombs), explosions, earthquakes, and B3 and LB3 leaks/spills, Wastewater Treatment Plant emergency conditions, cyber attacks, and other incidents), as well as when an unwanted incident occurs in the production process, product transport or when a food safety problem occurs that requires a product recall (Food Recall).



3. EMERGENCY RESPONSE PLAN (ERP)



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LAPORAN PELAKSANAAN SIMULASI EVAKUASI (EVACUATION DRILL)

Form ini diisi oleh Koordinator Evakuasi bagian			
Keterangan: Form dibuat rangkai 2 (dua). 1 lembar di kirimkan ke QA dan 1 lembar lagi diisi oleh bagian			
Departemen / Bagian	- Cannery / Shift B	Jam Mulai	: 18.10' WIB
Tempat / Lokasi	Cannery	Jam Selesai	: 18.25' WIB
Tanggal Pelaksanaan	: 28 October 2024	Koordinator Evakuasi	: M. Nur Faza T
Prosedur yang diuji coba	: Evakuasi Darurat Gempa Bumi	Jenis Simulasi	: Gempa Bumi
Skenario Latihan / Simulasi: Scope Department Cannery			
Gempa bumi terjadi di seluruh bagian cannery saat produksi berlangsung. Hal pertama yang dilakukan adalah seluruh TK yang berada di dalam produksi mundur dan berlutut dibawah meja, selanjutnya TK berpapangan yang kuat dan tetap tenang hingga gempa mereda. Setelah gempa mereda kemudian dilanjutkan berjalan dengan hati-hati menuju pintu keluar dengan melindungi bagian kepala saat keluar lalu berkumpul di tempat assembly point (tempat berkumpul). Petugas evakuasi bertindak segera menyebarkan tombol siren emergency evakuasi dan menginstruksikan kepada semua tenaga kerja di area produksi untuk berlutut dengan cepat dan tenang, serta memastikan semua mesin, unit bergerak, kipas angin dimatikan. Dast proses evakuasi berlangsung, terjadi kecelakaan kerja seorang pekerja tertimpa penyangga mika di area CTB yang menyebabkan luka patah kaki. Hal tersebut terjadi karena adanya guncangan gempa bumi yang menyebabkan penyangga mika tersebut jatuh. Tim P3K segera mengambil tindakan pertolongan pertama pada korban dengan memindahkan korban ke tempat yang lebih aman, setelah aman lalu membalut kaki korban dengan kasa steril. Bersamaan dengan itu, Tim P3K juga menghubungi Tim BP supaya segera mendatangkan ambulans untuk membawa korban ke rumah sakit terdekat. Tim pendataan karyawan melakukan pendataan untuk memastikan tidak ada karyawan yang tertinggal di dalam gedung, setelah laporan jumlah tenaga kerja lengkap, petugas evakuasi memperbolehkan tenaga kerja masuk kembali dengan tenang dan bekerja di lokasi masing-masing.			
Waktu saat alarm dibunyikan	: 18.10.00' WIB	Waktu menghubungi Damkar	: 18.10.20' WIB
Waktu orang terakhir keluar gedung	: 18.18.20' WIB	Power House	: Tidak ada pemadaman
Waktu kondisi gempa tenang	: 18.13.00' WIB	Waktu menghubungi BP - Ambulance	: 18.13.10' WIB
Parameter Evakuasi	Aktual	Target	Keterangan
Pintu Selection (Loading Dock Label)	2 menit , 28 detik	Max. 3 menit	
Pintu RM	2 menit , 03 detik		
Pintu TFS	3 menit , 20 detik		
Pintu Main Entrance	2 menit , 15 detik		
Pintu SB (Can Making)	2 menit , 48 detik		
Waktu mengosongkan gedung (menit)	3 menit , 20 detik	Max. 3 menit	-
Waktu kedatangan tim BP - Ambulance (menit)	3 menit , 50 detik	Max. 5 menit	-
Waktu kedatangan tim Damkar (menit)	2 menit , 38 detik	Max. 5 menit	-

LAPORAN PELAKSANAAN SIMULASI EVAKUASI (EVACUATION DRILL)

Penanganan terhadap produk	-	-	-
Waktu penanganan pencemaran lingkungan (menit)	-	Max. 30 menit	-
Lembar Periksa			
1. Apakah suara alarm terdengar jelas?	☒	☐	
2. Apakah instruksi koordinator evakuasi untuk segera keluar terdengar jelas?	☒	☐	
3. Apakah Tim Damkar dihubungi saat kejadian?	☒	☐	
4. Apakah kejadian dilaporkan kepada Security / Satpam?	☒	☐	
5. Apakah Tim BP dihubungi saat kejadian?	☒	☐	
6. Apakah semua personel berkumpul di tempat evakuasi?	☒	☐	
7. Apakah Tim pendataan karyawan melakukan penghitungan karyawan di tempat evakuasi?	☒	☐	
8. Apakah ada personel yang meninggalkan tempat evakuasi sebelum diinstruksikan?	☒	☐	
9. Apakah Tim APAR bagian melakukan tugasnya dalam upaya pemadaman?	☒	☐	
10. Apakah dokumen-dokumen penting dipindahkan / dibawa keluar?	☐	☒	
11. Apakah pintu keluar ditutup saat semua orang sudah keluar ruangan?	☒	☐	
12. Apakah jalur jalan untuk kendaraan security, ambulans dan mobil damkar tidak terhalang?	☒	☐	
13. Apakah proses simulasi evakuasi berjalan sesuai instruksi koordinator evakuasi?	☒	☐	
14. Apakah unit bergerak ikut di selamatkan?	☒	☐	
15. Apakah mesin / alat-alat pabrik yang berbahaya dimatikan?	☒	☐	
16. Apakah terdapat potensi terhadap kerusakan kualitas dan keamanan produk?	☐	☒	
17. Apakah terdapat potensi pencemaran lingkungan dari kondisi darurat bahaya yang terjadi?	☐	☒	
18. Apakah terjadi pencemaran lingkungan akibat dari kondisi darurat bahaya tersebut?	☐	☒	
19. Apakah terdapat absorbent untuk perenggulungan pencemaran lingkungan?	☐	☒	
20. Apakah pencemaran lingkungan yang terjadi langsung dikalasi dan diatasi?	☐	☒	
Lembar Kesimpulan Hasil Simulasi			
1. Efektifitas Prosedur	Efektif	☒	Tidak Efektif ☐
Keterangan :			
2. Kemampuan Tim Tanggap Darurat	Baik	☒	Tidak Baik ☐
Keterangan :			

LAPORAN PELAKSANAAN SIMULASI EVAKUASI (EVACUATION DRILL)

3. Kondisi Penilaian dan Fasilitas Tanggap Darurat	Baik ☒	Tidak Baik ☐	
Keterangan :			
Lembar Improvement			
Item Yang Perlu Diperbaiki	Rencana Tindakan Perbaikan	Tanggung Jawab & Target	Verifikasi
Untuk amplifikasi pengeras suara hanya terdengar di beberapa area dan ada beberapa area yang tidak terdengar jelas. Berikut daftar area yang tidak terdengar : - Line 5-10, Crush - Area Raw Material (GN 01 - 10) - Exit Main Entrance	Akan dilakukan pengecekan amplifikasi pengeras suara dan diverifikasi untuk perbaikan di area yang tidak terdengar suaranya	MC Listrik Rencananya akan dilakukan latihan evakuasi pada november minggu ke 3	Dilakukan oleh tim QA K3 & Tim K3 CH
Terbantu Resor, 28 Oktober 2024			
Reported By	Manajemen/Kabag	MRO/DMR	
(M. Nur Faza Taqiyudin)	(Salomo, STP)	(Alhidayyah)	
Koordinator / Komandan Evakuasi Departemen	Dept. Head Processing Cannery	Koordinator K3 Factory	



3. EMERGENCY RESPONSE PLAN (ERP)



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LAPORAN PELAKSANAAN SIMULASI EVAKUASI (EVACUATION DRILL)

FOTO SIMULASI EVAKUASI GEMPA BUMI CTB,
TANGGAL 28 OKTOBER 2024



Gempa bumi terjadi di area Cannery saat produksi berlangsung. Petugas berusaha mengarahkan kepada TK untuk berlutut dibawah meja hingga kondisi gempa sudah tenang dan aman. Dan apabila kondisi sudah aman, petugas mengarahkan TK meninggalkan gedung dan menuju ke assembly point (Titik Berkumpul)



PT Great Giant Pineapple
QA & NPD Department

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LAPORAN PELAKSANAAN SIMULASI EVAKUASI (EVACUATION DRILL)



Semua tenaga kerja di area produksi segera keluar dari lokasi produksi dengan cepat dan tenang, serta memastikan semua mesin, unit bergerak, dan kipas angin dimatikan, lalu berkumpul di tempat assembly point (tempat berkumpul) yang jauh dari area gedung. Area produksi tampak kosong, semua tenaga kerja telah berkumpul di tempat assembly point.

Setelah lokasi kerja dinyatakan sudah aman, maka semua tenaga kerja diinstruksikan kembali ke lokasi kerja masing - masing dan melanjutkan proses produksi.



PT Great Giant Pineapple
QA & NPD Department

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LAPORAN PELAKSANAAN SIMULASI EVAKUASI (EVACUATION DRILL)



Saat produksi berjalan terjadi gempa bumi di lokasi cannery yang mengakibatkan salah satu tenaga kerja terlempar dibukit nika di area CTB. Petugas mengging korban keluar gedung dan mengidentifikasi luka korban dan menangan luka korban dengan di balut dengan kasa steril pada lengan korban, lalu di bantu masuk dalam mobil ambulance untuk di bawa ke Itelei Pengobatan untuk penanganan lebih lanjut.



4. HEALTH RISK EVALUATION

To reduce and prevent health problems or risks, PT GGP carries out several programs, such as:

- **Provision of Personal Protective Equipment (PPE)**

The company provides personal protective equipment (PPE) to workers with high work risks. The purpose of providing this PPE is to protect or isolate workers from chemical, physical and biological hazards that may be encountered.

- **Provision of Extra Food**

To improve the health and physical abilities and mental condition of workers at PT GGP, we implement a program by providing additional food with sufficient nutrition (extra fooding) for workers who work in high-risk areas.



Use of PPE for employees



Giving extra food



5. INTERNAL INSPECTIONS

No	Tanggal Temuan	Department	Area	Lokasi	Jenis Temuan	Temuan	Rencana Perbaikan	PIC yg Inspeksi	PIC Penanggung jawab Lokasi temuan	Tanggal target	Status	Tanggal Close
	06-Sep-24	Factory		Jus Concentrate dan Mill Juice	Unsafe Condition	Unit APAR yang terpasang di samping mesin Decanter terhalang oleh mesin screw. Tidak ada barang / mesin yang menghalangi di depan unit APAR	Unit APAR akan dipindahkan ke area yang lebih mudah terlihat dan mudah dijangkau	Zulfahmi, Novandri, Sularno, Gusti, Dimas, Wida	Meilan Anggraini		Close	
		Factory			Unsafe Condition	Unit APAR yang terpasang di samping mesin Decanter belum dilakukan cek list untuk bulan September 2024	Form ceklist bulan september sudah diisi dan form diganti yang baru, selanjutnya form pengecekan akan di isi sebulan sekali	Zulfahmi, Novandri, Sularno, Gusti, Dimas, Wida	Meilan Anggraini	9/14/2024	Close	
		Factory			Unsafe Condition	Unit APAR di samping tangki Enzym terhalang mesin Polisher	Unit APAR tersebut akan discrap karena sudah expired dan sudah tidak diletakkan di area enzym tank	Zulfahmi, Novandri, Sularno, Gusti, Dimas, Wida	Meilan Anggraini	9/14/2024	Close	
		Factory			Unsafe Condition	Kotak P3K di samping ruang panel isi nya tidak lengkap (ketentuan 21 item) dan tidak checklist isi kotak P3K nya	Kotak P3K sudah dilengkapi 21 item beserta ceklistnya	Zulfahmi, Novandri, Sularno, Gusti, Dimas, Wida	Novriansyah	9/14/2024	Close	
		Factory			Unsafe Condition	Mayoritas semua panel listrik mesin di area produksi Mill Juice belum ada karpet isolatornya	Dibuatkan isolator dipanel tersebut dan dipanel listrik yang lain	Zulfahmi, Novandri, Sularno, Gusti, Dimas, Wida	I Made Dwija	9/14/2024	Close	
		Factory			Unsafe Condition	Panel Listrik di dalam ruang panel ada beberapa yang belum ada karpet isolatornya	Dibuatkan isolator dipanel tersebut dan dipanel listrik yang lain	Zulfahmi, Novandri, Sularno, Gusti, Dimas, Wida	I Made Dwija	9/14/2024	Close	
		Factory			Unsafe Action	Beberapa TK masih ada yang tidak konsisten memakai APD yang diperlukan (Sepatu Boot / Safety dan earplug / earmuff)	Sosialisasi dan refresh raining TK saat briefing pagi untuk menggunakan APD yang sesuai standard	Zulfahmi, Novandri, Sularno, Gusti, Dimas, Wida	Novriansyah	9/14/2024	Close	



6. EXTERNAL VERIFICATIONS





7. OCCUPATIONAL DISEASE PROCEDURE

Objective

1. As one way of reporting incidents in accordance to the OHSMS clause and applicable laws and regulations .
2. Every incident can be immediately identified, and recovery act can be done immediately.
3. As one way of disseminating information about work accidents at PT GGP.
4. Provide first aid in work accidents so that they can be handled immediately, and given further referrals and treatment.

Procedure

1. SHE Department obtains suspected occupational diseases from periodic health check-up reports, Company Clinic information based on the health complaints of the worker concerned, or a recommendation request from the worker's work unit.
2. Workers suspected of suffering from occupational diseases must then undergo a special health check-up in accordance with the recommendation of the Company Doctor.
3. The company doctor conducts a special health check-up on the employee and establishes a diagnosis of occupational disease or if further consultation is needed, a referral is made to an Occupational Doctor at a Health Facility.
4. SHE Department collaborates with related units to reduce exposure to workers related to improving the work environment.
5. If measures to reduce exposure are not possible, the worker is transferred/mutated to another workplace with a lower risk of exposure.
6. SHE Department, work units and company doctors conduct in-depth monitoring and investigations into the occurrence of occupational diseases to obtain information on the possibility of other workers being exposed to the same occupational diseases.
7. SHE Department together with related units conduct further monitoring, evaluation and follow-up to occupational diseases cases.



8. OCCUPATIONAL ACCIDENT INVESTIGATION PROCEDURE

Objective:

- 1. Incident reported in accordance with regulations.
- 2. Incidents that occur can be immediately identified, and further action can be taken immediately.
- 3. Ensure that work accident aid can be provided immediately, and references can be provided quickly and accurately

Scope:

All workers at PT Great Giant Pineapple.

A. Initial Reporting

- 1. Casualty, witnesses or employees who experience, see and/or know about incidents, work accidents and occupational diseases reporting to the SHE Representative in their respective business units then recorded and stored in the SHE Department, initial reporting can be done verbally by telephone or direct communication, then continued by filling out the incident report form. The reporting deadline is as follows:

No	Type of Incident	Time Limit
1.	Near Miss	2 x 24 Hours
2.	Minor Accident	2 x 24 Hours
3.	Moderate, Major and Fatal Accidents	1 x 24 Hours

- 2. In parallel, first aid is provided to the casualty. if possible, further medical care is provided/referred to a referral health service facility.



8. OCCUPATIONAL ACCIDENT INVESTIGATION PROCEDURE - Continued

B. Investigations, Analysis, and, Corrective Action

1. The SHE Department and/or SHE Representative will conduct an investigation and analysis by involving the relevant team related to the incident such as doctors, witnesses/victims, and related units to determine the root cause of the incident that occurred with the following conditions:
 - a. For near miss incidents and minor work accidents, investigations are sufficient to be carried out by SHE Representatives from each business unit
 - b. For moderate, severe and fatal work accidents and occupational diseases, the investigation must involve the SHE Department and SHE Representatives from each business unit
 - c. Data collection by examining the scene and collecting information from victims (if possible) and witnesses to the incident
 - d. Reviewing previous risk assessments of related activities, products or services
 - e. Analyzing data that can be used to find direct causes (unsafe behavior or actions), root causes (personnel or work factors) and management controls
2. The investigation team provides recommendations for corrective or control actions to the related work unit
3. Traffic accidents whose investigation results do not fall into the category according to the definition of a work accident are not the company's responsibility to carry out intervention and further control actions
4. The related work unit needs to implement recommendations for improvement or control according to the time limit given
5. The SHE Department and K3 representatives monitor the implementation of corrective actions that have been carried out by the related work unit

C. Report Recording

1. SHE Department and SHE Representative will conduct a recapitulation of the results of incident investigations, work accidents and occupational diseases as basic data to calculate the achievement of OHS (Zero Accident) performance and input in the Management Review.
2. Work accidents that are not included in the category of work accidents that eliminate working time according to the definition and criteria of zero accidents in the workplace are not included in the calculation of OHS (Zero Accident) performance achievement.



The following are some OHS trainings provided to employees and/or other related parties to increase awareness and reduce operational health & safety accidents.





9. TRAINING (Continued)





9. TRAINING (Continued)







PT. Gild Gold Prospects

Form No. 001/2024
 Tanggal: 12/08/2024

ATTENDANCE SHEET

No	Nama	Posisi	Status
1	Agus	Manajemen	Present
2	Budi	Manajemen	Absen
3	Citra	Manajemen	Present
4	Dani	Manajemen	Absen
5	Eva	Manajemen	Present
6	Fandi	Manajemen	Absen
7	Gina	Manajemen	Present
8	Hani	Manajemen	Absen
9	Irena	Manajemen	Present
10	Joni	Manajemen	Absen
11	Kiki	Manajemen	Present
12	Lili	Manajemen	Absen
13	Mami	Manajemen	Present
14	Nani	Manajemen	Absen
15	Oti	Manajemen	Present
16	Pati	Manajemen	Absen
17	Qina	Manajemen	Present
18	Rani	Manajemen	Absen
19	Sani	Manajemen	Present
20	Tani	Manajemen	Absen

Daftar Acara Pelaksanaan Kegiatan

1. Tujuan Kegiatan 2. Dasar Kegiatan 3. Dasar Hukum 4. Sasaran Kegiatan 5. Rencana Kegiatan 6. Rincian Pelaksanaan	Waktu : _____ Lokasi : _____ Anggaran : _____ Penanggung Jawab : _____
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Penutup

Tanggal Pengisian : _____

Disetujui : _____

Diketahui : _____



10. VENDOR MANAGEMENT SOP

Objective

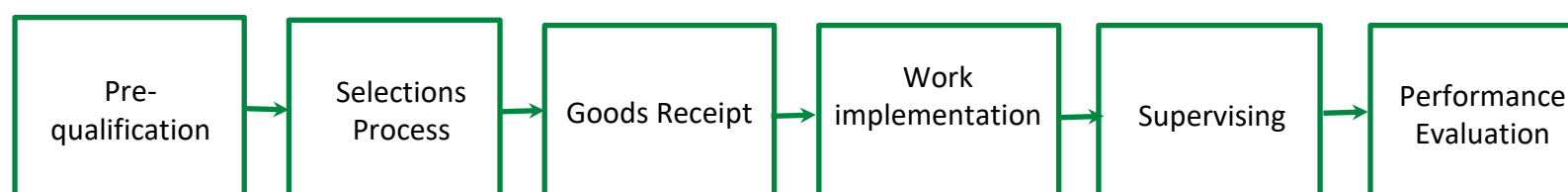
This procedure is created as a guideline for carrying out control in the procurement process for goods and work services in operational activities at PT Great Giant Pineapple (GGP).

Scope

This procedure is intended for all business operations under the management of PT GGP.

Procedure

The procedures for carrying out control in the procurement process for goods and services for operational activities at PT GGP are as follows:



Each work unit that requires goods and services prepares the requirements for goods and/or services in the TOR document, then the purchasing department searches for and selects vendors/contractors according to the requirements. The selected vendors deliver the goods according to the agreed time period in the Work Order. Before the work begins, a kick-off meeting/meeting is held between the contractor, related work units, SHE/Representative and the Purchasing Department. During the work, the SHE/Representative and related users supervise the work implementation process at least once a week. After the process of receiving goods and/or services is completed and the work handover process has been carried out, a performance evaluation process is carried out for the related vendors/contractors