

LAMPIRAN

| DIVISI CONVERT | FUNGSI STRATEGIS - IMPROVED | | | | | |
|------------------------------|-----------------------------|-------------|-----------------------------|--------------|-----------------------|-------------|
| JABATAN | RJPP | wkt | Kebijakan | wkt | RKAP | wkt |
| MANAGING DIRECTOR | merencanakan | | menentukan waste | 0.16 | membuat | 3.20 |
| | mengorganisasikan | 3.20 | memimpin rapat | 0.72 | | |
| | | 3.20 | | 0.88 | | 3.20 |
| General Manager | | | merencanakan kegiatan | | membuat bulanan | |
| | | | mengorganisasikan kegiatan | 2 | membuat tahunan | 0.48 |
| | | | bekerjasama dengan direktur | 2 | | |
| | | | konsultasi dengan MD | 1 | | |
| | | 0.00 | | 5.00 | | 0.48 |
| Manager Sales | | | | | membuat rencana kerja | 0.12 |
| | | 0.00 | | 0.00 | | 0.12 |
| Manager PPIC | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Material Planning | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Logistik | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 |
| Manager Purchasing | | | koordinasi dengan direktur | 2.5 | | |
| | | 0.00 | | 2.50 | | 0.00 |
| Manager Produksi | | | menyampaikan | 0.24 | membuat rencana kerja | 2.5 |
| | | 0.00 | | 0.24 | | 2.50 |
| Supervisor Produksi Printing | | | menyampaikan | 0.17 | | |
| | | 0.00 | | 0.17 | | 0.00 |
| Supervisor Produksi Laminasi | | | menyampaikan | 0.5 | | |
| | | 0.00 | | 0.50 | | 0.00 |
| Supervisor Produksi Slitting | | | menyampaikan | 0.5 | | |
| | | 0.00 | | 0.50 | | 0.00 |
| Manager QA | | | menyampaikan | 0.5 | membuat rencana kerja | 0.12 |
| | | 0.00 | | 0.50 | | 0.12 |
| Supervisor QA | mendukung program R&D | 0.48 | | | | |
| | | 0.48 | | 0.00 | | 0.00 |
| Supervisor QC | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 |
| Manager Maintenance | | | menyampaikan | 0.5 | membuat rencana kerja | 0.24 |
| | | 0.00 | | 0.50 | | 0.24 |
| Supervisor Maintenance | | | menyampaikan | 0.12 | | |
| | | 0.00 | | 0.12 | | 0.00 |
| Manager Personalia | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Personalia | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 |
| TOTAL WAKTU | | 3.68 | | 10.91 | | 6.66 |

| DIVISI CONVERT | | FUNGSI OPERASIONAL 1- IMPROVED | | | | | | |
|------------------------------|--------------------------------------|--------------------------------|-------------------------------------|--------------|---------------------------------------|-------------|--|--------------|
| JABATAN | Penjualan | wkt | Customer Services | wkt | Perencanaan Produksi | wkt | Material Produksi | wkt |
| MANAGING DIRECTOR | memeriksa dan menandatangani kontrak | 16 | | | | | | |
| | | 16.00 | | 0.00 | | 0.00 | | 0.00 |
| General Manager | | | | | | | | |
| | evaluasi | 2.5 | | | mengontrol | 0.36 | | |
| | mengontrol | 0.357 | | | memeriksa dan menandatangani PR | 5 | | |
| | mengontrol laporan mingguan | 1 | | | | | | |
| | | 3.86 | | 0.00 | | 5.36 | | 0.00 |
| Manager Sales | mendapatkan konsumen baru | 0.24 | mempertahankan konsumen lama | 1 | memeriksa dan menandatangani GR-Order | 5 | | |
| | mendapatkan pasar baru | 0.24 | menerima dan menyelesaikan complain | 5 | | | membuat dan menandatangani SPPDP Cylinder | 5 |
| | memeriksa laporan mingguan | 1 | mengunjungi konsumen | 3 | | | mengusulkan buffer stok | 0.48 |
| | memantau kompetitor | 0.48 | memeriksa kartu konsumen | 1 | | | | |
| | menganalisa aktifitas | 5 | | | | | | |
| | | 6.96 | | 10.00 | | 5.00 | | 5.48 |
| Manager PPIC | | | | | menyusun | 3 | menyiapkan dan memonitor material dan cylinder | 1 |
| | mengontrol | 0.357 | | | memimpin penyusunan | 1 | | |
| | | | | | menerbitkan SPK | 1.25 | | |
| | | | | | mengontrol | 0.36 | | |
| | | 0.36 | | 0.00 | | 5.61 | | 1.00 |
| Supervisor Material Planning | | | | | menjamin persiapan | 2.5 | memastikan kesiapan material dan cylinder | 2.5 |
| | | | | | menciptakan kebersihan | 2.5 | memastikan semua transaksi material dan cylinder | 2.5 |
| | | | | | | | menjaga inventori level | 0.24 |
| | | 0.00 | | 0.00 | | 5.00 | | 5.24 |
| Supervisor Logistik | membuat evaluasi back order | 1.92 | membuat surat | 1 | | | membuat daftar stok (sido muncul) | 0.72 |
| | | 1.92 | | 1.00 | | 0.00 | | 0.72 |
| Manager Purchasing | | | | | | | mencari material yang diperlukan | 10 |
| | | | | | | | memantau stok | 0.5 |
| | | 0.00 | | 0.00 | | 0.00 | | 10.50 |
| Manager Produksi | melakukan koordinasi | 0.833 | | | melakukan koordinasi | 0.83 | | |
| | | 0.83 | | 0.00 | | 0.83 | | 0.00 |
| Supervisor Produksi Printing | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Produksi Laminasi | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Produksi Slitting | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Manager QA | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor QA | | | menangani keluhan pelanggan | 8 | membuat purchase request | 0.96 | | |
| | | 0.00 | | 8.00 | | 0.96 | | 0.00 |
| Supervisor QC | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Manager Maintenance | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Maintenance | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Manager Personalia | koordinasi dengan manager | 0.333 | | | koordinasi dengan manager | 0.33 | | |
| | | 0.33 | | 0.00 | | 0.33 | | 0.00 |
| Supervisor Personalia | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| TOTAL WAKTU | 30.26 | | 19.00 | | 23.09 | | 22.94 | |

| DIVISI CONVERT | | FUNGSI OPERASIONAL 2 - IMPROVED | | | | | | | |
|-------------------------------------|--------------------------------------|---------------------------------|-------------------------------|-------------|----------------------------|-------------|----------------------------------|--------------|--|
| JABATAN | Pengadaan | wkt | Supplier | wkt | Stok Opname | wkt | Produksi | wkt | |
| MANAGING DIRECTOR | | | | | | | | | |
| General Manager | | 0.00 | | 0.00 | | 0.00 | | 0.00 | |
| | mengontrol | 0.357 | | | | | evaluasi | 2.5 | |
| | memeriksa dan menandatangani PO | 5 | | | | | mengontrol | 0.357 | |
| | | | | | | | mengontrol laporan mingguan | 1 | |
| | | | | | | | mengontrol laporan bulanan | 0.48 | |
| | | 5.36 | | 0.00 | | 0.00 | | 4.34 | |
| Manager Sales | | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 | |
| Manager PPIC | | | | | melaksanakan | 0.24 | | | |
| | mengontrol | 0.357 | | | | | mengontrol | 0.36 | |
| | | 0.36 | | 0.00 | | 0.24 | | 0.36 | |
| Supervisor Material Planning | | | | | mengkoordinasi pelaksanaan | 1.92 | | | |
| | | 0.00 | | 0.00 | | 1.92 | | 0.00 | |
| Supervisor Logistik | | | | | memimpin | 0.32 | | | |
| | | 0.00 | | 0.00 | | 0.32 | | 0.00 | |
| Manager Purchasing | merencanakan pembelian | 2.5 | memelihara hubungan | 0.5 | | | | | |
| | mengorganisasikan pembelian | 2.5 | memantau kinerja | 0.48 | | | | | |
| | memantau perkembangan harga | 1 | membuat laporan studi | 0.08 | | | | | |
| | mengikuti proses pembelian | 5 | | | | | | | |
| | merencanakan pembelian ex-import | 0.24 | | | | | | | |
| | menerima dan meneliti penerimaan brg | 1 | | | | | | | |
| | | 12.24 | | 1.06 | | 0.00 | | 0.00 | |
| Manager Produksi | melakukan koordinasi | 0.833 | | | | | mengamankan mesin,peralatan | 2.5 | |
| | | 0.83 | | 0.00 | | 0.00 | melaksanakan tindakan perbaikan | 5 | |
| Supervisor Produksi Printing | | | | | | | menyampaikan instruksi kerja | 5 | |
| | | 0.00 | | 0.00 | | 0.00 | | 5.00 | |
| Supervisor Produksi Laminasi | | | | | | | menyampaikan instruksi kerja | 2 | |
| | | 0.00 | | 0.00 | | 0.00 | | 2.00 | |
| Supervisor Produksi Slitting | | | | | | | menyampaikan instruksi kerja | 2.5 | |
| | | 0.00 | | 0.00 | | 0.00 | | 2.50 | |
| Manager QA | | | | | | | melakukan trial | 1.5 | |
| | | | | | | | mendata reject | 0.5 | |
| | | 0.00 | | 0.00 | | 0.00 | | 2.00 | |
| Supervisor QA | | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 | |
| Supervisor QC | | | menyusun rekapitulasi kinerja | 1 | | | memastikan proses | 5 | |
| | | | | | | | bertanggung jawab atas BAP waste | 5 | |
| | | | | | | | memeriksa bukti waste | 15 | |
| | | | | | | | melakukan pengawasan proses | 0 | |
| | | 0.00 | | 1.00 | | 0.00 | | 25.00 | |
| Manager Maintenance | | | | | | | koordinasi dengan manager | 2.5 | |
| | | 0.00 | | 0.00 | | 0.00 | | 2.50 | |
| Supervisor Maintenance | | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 | |
| Manager Personalia | koordinasi dengan manager | 0.333 | | | | | koordinasi dengan manager | 0.33 | |
| | | 0.33 | | 0.00 | | 0.00 | | 0.33 | |
| Supervisor Personalia | | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 | |
| TOTAL WAKTU | | 19.12 | | 2.06 | | 2.48 | | 51.53 | |

| DIVISI CONVERT | | FUNGSI OPERASIONAL 3 - IMPROVED | | | | | | |
|------------------------------|--|---------------------------------|--|--------------|---|--------------|---------------------------|--------------|
| JABATAN | Mutu | wkt | Pengiriman | wkt | Sample | wkt | Retur | wkt |
| MANAGING DIRECTOR | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| General Manager | | | | | | | | |
| | mengontrol | 0.36 | | | | | | |
| | | 0.36 | | 0.00 | | 0.00 | | 0.00 |
| Manager Sales | | | | | memeriksa dan menandatangani GR-sample | 2.5 | melakukan negoisasi retur | 1 |
| | | | | | memeriksa dan menandatangani GR-analize | 2.5 | | |
| | | 0.00 | | 0.00 | | 5.00 | | 1.00 |
| Manager PPIC | | | mengatur jadwal | 2.5 | | | | |
| | mengontrol | 0.36 | menetapkan kendaraan pengiriman | 2.5 | | | | |
| | | | menetapkan jasa angkutan luar | 2.5 | | | | |
| | | 0.36 | | 7.50 | | 0.00 | | 0.00 |
| Supervisor Material Planning | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Logistik | | | membuat jadwal harian | 2.5 | | | | |
| | | | membuat jadwal mingguan | 3 | | | | |
| | | | membuat evaluasi | 3.84 | | | | |
| | | | memastikan kerja administrasi logistik | 5 | | | | |
| | | 0.00 | | 14.34 | | 0.00 | | 0.00 |
| Manager Purchasing | melakukan koordinasi | 0.5 | | | | | | |
| | | 0.50 | | 0.00 | | 0.00 | | 0.00 |
| Manager Produksi | melakukan koordinasi | 0.83 | | | | | | |
| | | 0.83 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Produksi Printing | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Produksi Laminasi | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Produksi Slitting | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Manager QA | merencanakan kegiatan | 0.63 | | | | | | |
| | mengorganisasikan kegiatan | 0.63 | | | | | | |
| | koordinasi pengawasan | 10 | | | | | | |
| | menyusun standar | 2.5 | | | | | | |
| | menetapkan metode standar | 2 | | | | | | |
| | menganalisis penyimpangan | 2.5 | | | | | | |
| | supervisi peralatan uji | 0.25 | | | | | | |
| | supervisi penyimpanan dokumen | 0.25 | | | | | | |
| | | 18.75 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor QA | melaksanakan uji | 10 | | | koordinasi pembuatan kemasan | 0.6 | mengumpulkan berkas BAP | 8 |
| | | | | | memantau dan mendata aliran proses | 0.12 | pengecekan barang | 4 |
| | | | | | menagih kembali hasil uji coba | 0.96 | mengkoordinir informasi | 4 |
| | | | | | update permintaan kemasan | 0.96 | mengkoordinir file contoh | 8 |
| | | | | | update data stok material dan kemasan | 0.96 | | |
| | | | | | menyusun material | 4.8 | | |
| | | | | | melaporkan posisi stok secara berkala | 1.92 | | |
| | | | | | koordinasi dengan laboratorium QC | 0.96 | | |
| | | | | | menyusun rekapitulasi COA | 0.417 | | |
| | | | | | menganalisa permintaan pembuatan | 0.96 | | |
| | | | | | memantau inventori material dan kemasan | 0.96 | | |
| | | 10.00 | | 0.00 | | 13.62 | | 24.00 |
| Supervisor QC | melaksanakan pengawasan dan pengendalian | 8 | | | | | | |
| | memastikan update dokumen | 1 | | | | | | |
| | menjaga peralatan uji | 2.5 | | | | | | |
| | | 11.50 | | 0.00 | | 0.00 | | 0.00 |
| Manager Maintenance | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Maintenance | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Manager Personalia | koordinasi dengan manager | 0.33 | | | | | | |
| | | 0.33 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Personalia | | | | | | | | |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| TOTAL WAKTU | | 42.63 | | 21.84 | | 18.62 | | 25.00 |

| DIVISI CONVERT | | FUNGSI OPERASIONAL 4 -IMPROVED | | | | | |
|------------------------------|--------------------------------------|--------------------------------|---|--------------|----------------------------------|--------------|--|
| JABATAN | Perawatan | wkt | Personalia | wkt | Karyawan | wkt | |
| MANAGING DIRECTOR | | 0.00 | | 0.00 | | 0.00 | |
| General Manager | | | | | menggerakkan | 2.5 | |
| | mengontrol | 0.36 | mengontrol | 0.36 | | | |
| Manager Sales | | 0.36 | | 0.36 | | 2.50 | |
| Manager PPIC | | 0.00 | | 0.00 | | 0.00 | |
| | mengontrol | 0.36 | mengontrol | 0.36 | | | |
| Supervisor Material Planning | | 0.36 | | 0.36 | | 0.00 | |
| Supervisor Logistik | | 0.00 | | 0.00 | | 0.00 | |
| Manager Purchasing | | 0.00 | | 0.00 | | 0.00 | |
| Manager Produksi | melakukan koordinasi | 0.83 | melakukan koordinasi | 0.83 | | 0.00 | |
| Supervisor Produksi Printing | melaksanakan overhaul tahunan | 0.64 | | 0.00 | | 0.00 | |
| Supervisor Produksi Laminasi | | 0.64 | | 0.00 | | 0.00 | |
| Supervisor Produksi Slitting | | 0.00 | | 0.00 | | 0.00 | |
| Manager QA | | 0.00 | | 0.00 | mengendalikan lembur | 1.25 | |
| Supervisor QA | | 0.00 | | 0.00 | | 1.25 | |
| Supervisor QC | | 0.00 | | 0.00 | | 0.00 | |
| Manager Maintenance | merencanakan kegiatan | 2.5 | | 0.00 | | 0.00 | |
| | mengorganisasikan kegiatan | 2.5 | | | | | |
| | membantu dan mengawasi hasil planned | 10 | | | | | |
| | mengamankan mesin dan peralatan | 2 | | | | | |
| | menandatangani BAP | 2.5 | | | | | |
| | melakukan overhaul | 0.16 | | | | | |
| Supervisor Maintenance | | 19.66 | | 0.00 | | 0.00 | |
| | mengamankan mesin dan peralatan | 6.5 | | | | | |
| | berkoordinasi pelaksanaan | 2.5 | | | | | |
| | memberikan bantuan teknis | 5 | | | | | |
| | mengawasi kegiatan overhaul | 1.2 | | | | | |
| Manager Personalia | | 15.20 | | 0.00 | | 0.00 | |
| | koordinasi dengan manager | 0.33 | berkoordinasi dengan serikat pekerja | 0.48 | melakukan rekrutmen calon | 5 | |
| | | | memproses SP | 0.5 | melakukan seleksi calon | 5 | |
| | | | mengatur catering | 5 | membantu pelaksanaan penilaian | 0.96 | |
| | | | meninjau ulang sistem dan prosedur | 0.24 | memproses cuti | 1.25 | |
| | | | memastikan fungsi GA | 2.5 | melakukan pembicaraan hak-hak | 0.24 | |
| | | | pengaturan dan supervisi satpam | 0.24 | memberikan konseling | 0.12 | |
| | | | | | memastikan update jobdes | 0.04 | |
| | | | | | melaksanakan pembinaan | 0.12 | |
| | | | | | menggerakkan | 2.50 | |
| Supervisor Personalia | | 0.33 | | 8.96 | | 15.23 | |
| | | | menyelenggarakan pertemuan dengan serikat pekerja | 5.76 | menyelenggarakan orientasi -baru | 0.12 | |
| | | | mengatur catering | 5 | memeriksa daftar | 0.833 | |
| | | | | | melakukan inspeksi | 2.5 | |
| | | | | | melakukan konseling | 0.5 | |
| | | | | | rekrutmen dan seleksi calon | 5 | |
| | | | | | menangani keluhan | 0.5 | |
| TOTAL WAKTU | | 0.00 | | 10.76 | | 45 | |
| | 37.38 | | 21.27 | | 28.43 | | |

| DIVISI CONVERT | | FUNGSI PENDUKUNG 1- IMPROVED | | | | | | |
|-------------------------------------|--------------------------------------|------------------------------|---|--------------|------------------------|-------------|------------------|-------------|
| JABATAN | Bawahan | wkt | Laporan Perusahaan | wkt | Politik & Ekonomi | wkt | Pihak Ketiga | wkt |
| MANAGING DIRECTOR | evaluasi GM | 8 | meminta laporan GM dan direktur | 0.24 | menganalisa kondisi | 1.92 | membina hubungan | 3.84 |
| | | | membuat laporan tahunan | 1.60 | | | | |
| | | 8.00 | | 1.84 | | 1.92 | | 3.84 |
| General Manager | melakukan koordinasi pekerjaan | 2 | meminta laporan manager | 1 | mengikuti perkembangan | 1 | membina hubungan | 1 |
| | membuat penilaian | 0.48 | membuat laporan bulanan | 0.24 | | | | |
| | membantu pemecahan masalah | 5 | membuat laporan tahunan | 0.24 | | | | |
| | mengendalikan disiplin | 0 | | | | | | |
| | membuat keputusan | 0 | | | | | | |
| | | 7.48 | | 1.48 | | 1.00 | | 1.00 |
| Manager Sales | mengevaluasi pekerjaan | 0 | membuat laporan bulanan | 0.24 | mengikuti perkembangan | 0.48 | membina hubungan | 1 |
| | melakukan pembinaan | 1 | membuat laporan tahunan | 0.24 | | | | |
| | membuat penilaian | 1 | | | | | | |
| | | 2.00 | | 0.48 | | 0.48 | | 1.00 |
| Manager PPIC | memotivasi | 0.12 | menyiapkan laporan bulanan | 0.72 | | | | |
| | mengevaluasi laporan kerja | 10 | membuat laporan tahunan | 1.64 | | | | |
| | membuat penilaian | 1 | | | | | | |
| | | 11.12 | | 2.36 | | 0.00 | | 0.00 |
| Supervisor Material Planning | memotivasi | 1 | membuat laporan mingguan | 8 | | | | |
| | memastikan prosedur kerja | 5 | membuat laporan bulanan | 1.92 | | | | |
| | | 3 | membuat laporan tahunan | 0.96 | | | | |
| | | 6.00 | | 10.88 | | 0.00 | | 0.00 |
| Supervisor Logistik | mengkomunikasikan keputusan pimpinan | 5 | membuat laporan tahunan | 3.2 | | | | |
| | memastikan prosedur kerja | 5 | | | | | | |
| | koordinasi dengan staf | 1 | | | | | | |
| | | 11.00 | | 3.20 | | 0.00 | | 0.00 |
| Manager Purchasing | mengerakkan | 5 | membuat laporan kinerja | 0.24 | mengikuti perkembangan | 2.5 | | |
| | mengevaluasi laporan kerja | 0.12 | | | | | | |
| | membuat penilaian | 1 | | | | | | |
| | | 6.12 | | 0.24 | | 2.50 | | 0.00 |
| Manager Produksi | mengkoordinasikan pekerjaan | 2.5 | membuat laporan produksi | 2 | | | | |
| | mengawasi disiplin kerja | 0 | | | | | | |
| | memeriksa laporan | 5 | | | | | | |
| | memberikan pengarahannya | 0 | | | | | | |
| | membuat penilaian | 1 | | | | | | |
| | | 8.50 | | 2.00 | | 0.00 | | 0.00 |
| Supervisor Produksi Printing | mengawasi perilaku | 0 | | | | | | |
| | memberi motivasi | 0.00 | | | | | | |
| | membimbing dan mengarahkan | 3.75 | | | | | | |
| | memeriksa kerja | 0 | | | | | | |
| | membahas laporan kerja | 5 | | | | | | |
| | membantu tugas | 5 | | | | | | |
| | menangani keluhan | 1 | | | | | | |
| | mengerakkan | 0 | | | | | | |
| | | 14.75 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Produksi Laminasi | mengawasi perilaku | 0 | | | | | | |
| | memberi motivasi | 0 | | | | | | |
| | membimbing dan mengarahkan | 2.5 | | | | | | |
| | memeriksa kerja | 0 | | | | | | |
| | membahas laporan kerja | 5 | | | | | | |
| | membantu tugas | 5 | | | | | | |
| | menangani keluhan | 1 | | | | | | |
| | mengerakkan | 0 | | | | | | |
| | | 13.50 | | 0.00 | | 0.00 | | 0.00 |
| Supervisor Produksi Slitting | mengawasi perilaku | 0 | | | | | | |
| | memberi motivasi | 0 | | | | | | |
| | membimbing dan mengarahkan | 5 | | | | | | |
| | memeriksa kerja | 0 | | | | | | |
| | membahas laporan kerja | 2.5 | | | | | | |
| | membantu tugas | 2.5 | | | | | | |
| | menangani keluhan | 0.5 | | | | | | |
| | | 10.50 | | 0.00 | | 0.00 | | 0.00 |
| Manager QA | mengerakkan | 5 | menyiapkan laporan bulanan | 0.36 | | | | |
| | mengendalikan disiplin kerja | 0 | menyiapkan laporan tahunan | 0.24 | | | | |
| | memeriksa hasil kerja | 2.5 | | | | | | |
| | membuat penilaian | 0.96 | | | | | | |
| | | 8.46 | | 1.20 | | 0.00 | | 0.00 |
| Supervisor QA | mengawasi dan mengatur kerja | 2.5 | membuat laporan kerja | 1.92 | | | | |
| | | | membuat laporan tahunan QA | 0.16 | | | | |
| | | 2.50 | | 2.08 | | 0.00 | | 0.00 |
| Supervisor QC | memberikan pengarahannya | 2.5 | | | | | | |
| | melakukan pengawasan disiplin kerja | 0 | | | | | | |
| | memimpin briefing | 0 | | | | | | |
| | | 2.50 | | 0.00 | | 0.00 | | 0.00 |
| Manager Maintenance | memotivasi | 2.5 | memeriksa laporan kegiatan QA | 2.5 | | | | |
| | memeriksa dan mengevaluasi | 5 | | | | | | |
| | melakukan penilaian | 0 | | | | | | |
| | mengendalikan disiplin kerja | 0 | | | | | | |
| | membuat penilaian (PA) | 0.5 | | | | | | |
| | | 8.00 | | 2.50 | | 0.00 | | 0.00 |
| Supervisor Maintenance | mengerakkan | 2.5 | membuat laporan maintenance | 0.5 | | | | |
| | memeriksa dan mengevaluasi | 10 | | | | | | |
| | mengendalikan disiplin kerja | 0 | | | | | | |
| | memberikan pengarahannya | 0 | | | | | | |
| | | 12.50 | | 0.50 | | 0.00 | | 0.00 |
| Manager Personalia | | | membuat laporan ketenagakerjaan | 0.01 | | | menerima | 0.24 |
| | | 0.00 | membuat laporan pencapaian sasaran mutu | 0.01 | | | | 0.24 |
| | | | | 0.02 | | 0.00 | | 0.48 |
| Supervisor Personalia | | | membuat laporan bulanan | 5.76 | | | menerima | 0.48 |
| | | | menyusun laporan kerja | 5.76 | | | | 0.96 |
| | | 0.00 | | 11.52 | | | | 1.44 |
| TOTAL WAKTU | | 132.93 | | 40.30 | | 5.90 | | 7.52 |

| DIVISI CONVERT | | FUNGSI PENDUKUNG 2 - IMPROVED | | | | | | FUNGSI WAKTU | |
|-------------------------------------|---------------------------------|-------------------------------|--------------|------|-------------------------------|-------------|--------------------|--------------|---------------|
| JABATAN | Rapat | wkt | Training | wkt | Anggaran | wkt | Gugus Kendali Mutu | wkt | TOTAL WAKTU |
| MANAGING DIRECTOR | | 0.00 | | 0.00 | | 0.00 | | 0.00 | 38.88 |
| General Manager | memimpin general | 0.48 | | | | | | | 39.40 |
| | | 0.48 | | 0.00 | | 0.00 | | 0.00 | |
| Manager Sales | mengadakan -koordinasi | 2 | | | | | | | 39.52 |
| | | 2.00 | | 0.00 | | 0.00 | | 0.00 | |
| Manager PPIC | menghadiri -pra-MPO | 0.5 | merencanakan | | | | | | 35.99 |
| | menyelenggarakan, memimpin -MPO | 0.5 | memberikan | 0.02 | | | | | |
| | menghadiri -MOM | 5 | | | | | | | |
| | | 6.00 | | 0.02 | | 0.00 | | 0.00 | |
| Supervisor Material Planning | membantu dalam -MOM | 0.24 | | | memeriksa bon biaya | 5 | | | 35.28 |
| | mengikuti -scheduling | 1 | | | | | | | |
| | | 1.24 | | 0.00 | | 5.00 | | 0.00 | |
| Supervisor Logistik | mengikuti -PPIC | 0.48 | | | memeriksa bon biaya | 5 | | | 37.98 |
| | | 0.48 | | 0.00 | | 5.00 | | 0.00 | |
| Manager Purchasing | | | | | | | | | 35.66 |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 | |
| Manager Produksi | memimpin -MOM | 10 | | | | | | | 35.74 |
| | | 10.00 | | 0.00 | | 0.00 | | 0.00 | |
| Supervisor Produksi Printing | menghadiri -MOM | 1 | | | | | | | 21.56 |
| | | 1.00 | | 0.00 | | 0.00 | | 0.00 | |
| Supervisor Produksi Laminasi | menghadiri -MOM | 3 | | | | | | | 19.00 |
| | | 3.00 | | 0.00 | | 0.00 | | 0.00 | |
| Supervisor Produksi Slitting | menghadiri -MOM | 2.5 | | | | | | | 16.00 |
| | | 2.50 | | 0.00 | | 0.00 | | 0.00 | |
| Manager QA | menghadiri -MOM | 5 | | | | | | | 37.78 |
| | menghadiri -MPO | 0.5 | | | | | | | |
| | | 5.50 | | 0.00 | | 0.00 | | 0.00 | |
| Supervisor QA | | | | | | aktif dalam | 1 | | 62.64 |
| | | 0.00 | | 0.00 | | | 1.00 | | |
| Supervisor QC | | | | | | | | | 40.00 |
| | | 0.00 | | 0.00 | | 0.00 | | 0.00 | |
| Manager Maintenance | hadir dalam -MOM | 5 | | | | | | | 38.40 |
| | | 5.00 | | 0.00 | | 0.00 | | 0.00 | |
| Supervisor Maintenance | | | | | | aktif dalam | 0.24 | | 28.56 |
| | | 0.00 | | 0.00 | | | 0.24 | | |
| Manager Personalia | | | | | mengendalikan -departemen | 5 | | | 31.45 |
| | | 0.00 | | 0.00 | | 5.00 | | 0.00 | |
| Supervisor Personalia | | | | | | | | | 33.65 |
| | | | | | memeriksa tagihan outsourcing | 0.48 | | | |
| | | 0.00 | | 0.00 | | 0.48 | | 0.00 | |
| TOTAL WAKTU | 37.20 | | 0.02 | | 15.48 | | 1.24 | | 627.49 |