



SUBHOLDING  
REFINING & PETROCHEMICAL

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RP-ETP-PMC-GP-0009-00-2022

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## GENERAL PROCEDURE

## PROJECT REPORTING PROCEDURE


### ENGINEERING TECHNICAL STANDARDS & PROCEDURES PT KILANG PERTAMINA INTERNASIONAL DIREKTORAT PROYEK INFRASTRUKTUR

00	Issued For Record	01/2023	IHS	IHS	JS	RMD	MHA
Rev.	Description	Date	Prepared by	Checked by	Verified by	Validated by	Approved by

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 <b>Engineering Technical Standards &amp; Procedures</b>	<b>SUBHOLDING REFINING &amp; PETROCHEMICAL</b>	<b>Doc. No. : RP-ETP-PMC-GP-0009-00-2022</b>
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## 1. INTRODUCTION

This procedure outlines the progress reporting of the project from CONTRACTOR to OWNER during project execution.

## 2. SCOPE

- 2.1 This document is to describe the procedure and minimum requirement for reporting that shall be submitted by CONTRACTOR to OWNER.
- 2.2 This document should be read in conjunction with the Contract Agreement in cases of discrepancy the Contract Agreement will be the prevailing document.

## 3. CONFLICTS AND DEVIATIONS

- 3.1 Any conflicts between this standard and other applicable Engineering Technical Standards & Procedures (ETSP), or OWNER standards, codes, and forms shall be resolved in writing by OWNER.
- 3.2 All direct requests to deviate from this procedure (ETSP), CONTRACTOR shall request in writing to OWNER for approval and shall follow internal OWNER procedure.

## 4. ABBREVIATIONS

- 4.1 Abbreviations used for this document shall have the following definitions:

HSE	Health, Safety and Environment
HSSE	Health, Safety, Security and Environmental
KPI	Key performance indicator
EPCC	Engineering, Procurement,

## 1. PENGANTAR

Prosedur ini menguraikan pelaporan progres proyek dari KONTRAKTOR kepada PEMILIK selama pelaksanaan proyek.

## 2. LINGKUP

- 2.1 Dokumen ini menjelaskan prosedur dan persyaratan pelaporan minimum yang harus diserahkan oleh KONTRAKTOR kepada PEMILIK.
- 2.2 Dokumen ini harus dibaca bersama dengan Kontrak Perjanjian jika terjadi perbedaan, Kontrak Perjanjian akan menjadi dokumen yang menjadi acuan utama.

## 3. KONFLIK DAN DEVIASI

- 3.1 Apabila terdapat konflik antara standar ini dengan *Engineering Technical Standards & Procedures* (ETSP) yang berlaku lainnya, atau standar PEMILIK, *codes* dan formulir, maka harus diselesaikan secara tertulis oleh PEMILIK.
- 3.2 Semua permintaan langsung penggunaan standar yang berbeda dari standar ini (ETSP), KONTRAKTOR harus meminta secara tertulis kepada PEMILIK untuk persetujuan dan harus mengikuti mengikuti prosedur internal PEMILIK.

## 4. SINGKATAN

- 4.1 Singkatan yang digunakan pada dokumen ini harus memiliki definisi sebagai berikut:

HSE	Kesehatan, Keselamatan, dan Lingkungan
HSSE	Kesehatan, Keselamatan, Keamanan, dan Lingkungan
KPI	Indikator kinerja utama
EPCC	Rekayasa, Pengadaan,



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Construction, Pre  
Commissioning, Commissioning  
& Start-up  
QA/QC Quality Assurance/ Quality  
Control

Konstruksi, Pra Komisioning,  
*Commissioning & Start-up*  
QA/QC Jaminan Kualitas / Kontrol  
Kualitas

**5. DEFINITIONS**

5.1 The following words shall have these special meanings when used herein:

OWNER PT Kilang Pertamina Internasional  
CONTRACTOR/CONSULTANT The Organization to which PT Kilang Pertamina Internasional assigns the work.  
LICENSOR Licensor Name  
EPC EPC Contract awarded to CONTRACTOR by OWNER  
CONTRACT  
Shall The word 'Shall' indicates a requirement.  
Should The word 'should' indicate a recommendation.  
May The word 'may' is to be understood as indicating a possible course of action

**5. DEFINISI**

5.1 Penggunaan kata-kata berikut harus memiliki arti khusus sebagai berikut:


PEMILIK PT Kilang Pertamina Internasional  
KONTRAKTOR/KONSULTAN Organisasi yang ditunjuk oleh di PT Kilang Pertamina Internasional untuk melakukan suatu pekerjaan.  
LICENSOR Nama *Licensor*  
EPC Kontrak EPC yang diberikan oleh PEMILIK kepada KONTRAKTOR  
CONTRACT  
*Shall* Kata "Harus" menunjukkan persyaratan.  
*Should* Kata "Seharusnya" menunjukkan rekomendasi.  
*May* Kata "Mungkin" agar dipahami sebagai indikasi kemungkinan tindakan.

**6. CODE, STANDARD AND DOCUMENT REFERENCES**

RP-ETP-PMC-GP-0006-00-2022 Progress Measurement Procedure for Engineering and Procurement  
RP-ETP-PMC- Progress Measurement

**6. KODE, STANDAR DAN REFERENSI DOKUMEN**

RP-ETP-PMC-GP-0006-00-2022 *Progress Measurement Procedure for Engineering and Procurement*  
RP-ETP-PMC- *Progress*

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GP-0007-00-2022	Procedure for Construction	GP-0007-00-2022	Measurement Procedure for Construction
RP-ETP-PMC-GP-0008-00-2022	Progress Measurement Procedure for Commissioning & Start-up	RP-ETP-PMC-GP-0008-00-2022	Progress Measurement Procedure for Commissioning & Start-up
RP-ETP-PMC-GP-0005-00-2022	Schedule Control Procedure	RP-ETP-PMC-GP-0005-00-2022	Schedule Control Procedure

## 7. REPORTING PROCEDURES

### 7.1 General

There are several reports that shall be submitted by CONTRACTOR to OWNER such as Daily Project Report, Weekly Project Report, Monthly Project Report, and Quarterly Project Report.

The Daily Project Report is only used for construction activity reports, and should contain several information below:

- Daily Health, Safety, Security and Environment (HSSE)
- Summary of construction activities of CONTRACTOR and each Subcontractor
- Daily & cumulative major quantities installed
- Construction Equipment in use
- Weather
- Manpower, highlighting expatriates (if any), personnel distribution for each Subcontractor, or direct hire.
- Problems encountered, and corrective action taken
- Planned activities for the next day to allow the preparation of work permits/safety check


## 7. PROSEDUR PELAPORAN

### 7.1 Umum

Terdapat beberapa laporan yang harus diserahkan oleh KONTRAKTOR kepada PEMILIK meliputi Laporan Proyek Harian, Laporan Proyek Mingguan, Laporan Proyek Bulanan, dan Laporan Proyek Triwulanan.

Laporan Proyek Harian hanya digunakan untuk laporan aktivitas konstruksi, seharusnya terdiri dari beberapa informasi berikut:

- Health, Safety, Security and Environment* (HSSE) harian
- Ringkasan aktivitas konstruksi oleh Kontraktor dan Sub-Kontraktor
- Volume pekerjaan konstruksi utama yang terealisasi harian dan kumulatif.
- Peralatan konstruksi yang digunakan
- Kondisi cuaca
- Tenaga kerja, pekerja expatriat (jika ada), distribusi personel untuk setiap Subkontraktor atau *direct hire*.
- Masalah yang dihadapi dan langkah korektif yang dilaksanakan.
- Rencana kegiatan hari berikutnya untuk persiapan izin kerja/pemeriksaan keamanan.

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The cut-off date of Weekly Project Report should be defined every Friday or agreed between OWNER and CONTRACTOR. The Weekly Project Report should contain several sections below, not limited to:

- a. Project Executive Summary
- b. Health, Safety, Security and Environment (HSSE)
- c. Progress Status
- d. Area of concern
- e. Manpower Staffing
- f. Attachment
  - One Week Look Ahead Schedule
  - Master Document Register
  - Procurement Status Register
  - Construction Progress Measurement System
  - Project Documentation

The cut-off date of Monthly Project Report should be defined by the date 25 of each month or agreed upon between OWNER and CONTRACTOR. The Monthly Report should contain several sections below, not limited to:

- a. Project Executive Summary
- b. Health, Safety, Security and Environment (HSSE)
- c. Progress Status
- d. Project Control Report
- e. Attachment
  - Three Months Look Ahead Schedule
  - Updated Schedule
  - Project Documentation

The Quarterly Project Report is high-level report for Project Sponsor in purpose to monitor the project's key performance indicator (KPI) stated on the contract. This report shall be submitted to OWNER every


*Cut-off date* Laporan Proyek Mingguan seharusnya ditentukan setiap hari Jumat atau disepakati antara PEMILIK dan KONTRAKTOR. Laporan Proyek Mingguan seharusnya berisi beberapa bagian berikut, dan tidak terbatas pada:

- a. Ringkasan Eksekutif Proyek
- b. *Health, Safety, Security and Environment* (HSSE)
- c. Status Progres
- d. Isu yang menjadi perhatian
- e. Tenaga Kerja
- f. Lampiran:
  - Jadwal seminggu ke depan
  - *Master Document Register*
  - *Procurement Status Register*
  - *Construction Progress Measurement System*
  - Dokumentasi proyek

*Cut-off date* Laporan Proyek Bulanan seharusnya ditentukan tanggal 25 setiap bulan atau disepakati antara PEMILIK dan KONTRAKTOR. Laporan Proyek Bulanan seharusnya berisi beberapa bagian berikut, tidak terbatas pada:

- a. Ringkasan Eksekutif Proyek
- b. *Health, Safety, Security and Environment* (HSSE)
- c. Status Progres
- d. Laporan *Project Control*
- e. Lampiran
  - Jadwal 3 bulan ke depan
  - Jadwal yang diperbarui
  - Dokumentasi Proyek

Laporan Proyek Triwulanan adalah laporan tingkat tinggi untuk *Project Sponsor* yang bertujuan untuk memantau indikator kinerja utama (KPI) proyek sesuai yang tercantum dalam kontrak. Laporan ini harus

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three months. The Quarterly Project Report should consist of, not limited to:

- a. Health, Safety, Security and Environment (HSE)
- b. Highlight Progress Status,
- c. High-Level Management Issue.

#### 7.2 Project Executive Summary

This section should describe the major activity achievement summary for Engineering, Procurement, Construction, Pre-Commissioning, Commissioning & Start-up.

#### 7.3 Health, Safety, Security and Environment (HSSE)

This section should describe the status of Health, Safety, and Environment (HSE) activities in Head Office and Site Office by referring to HSE Standard Procedures.

#### 7.4 Progress Status

Progress Status should consist of :

- a. Project progress, that shown in the table format which compares the plan versus actual progress cumulative of the current week/ month to the previous week/ month (refer to the table below). This section also provides the overall progress S-curve for overall, Engineering, Procurement, Construction, Pre-Commissioning, and Commissioning & Start-up.

disampaikan kepada OWNER setiap tiga bulan. Laporan Proyek Triwulanan seharusnya terdiri dari, tidak terbatas pada:

- a. *Health, Safety, Security and Environment (HSSE)*,
- b. *Highlight Status Progres*,
- c. *High Level Management Issue*.

#### 7.2 Ringkasan Eksekutif Proyek

Bagian ini seharusnya menjelaskan ringkasan pencapaian aktivitas utama untuk *Engineering, Procurement, Construction, Pre-Commissioning, Commissioning & Start-up*.

#### 7.3 *Health, Safety, Security and Environment (HSSE)*

Bagian ini harus menjelaskan status kegiatan *Health, Safety, Security and Environment (HSSE)* di Kantor Pusat dan Kantor Lokasi dengan mengacu pada Prosedur Standar HSSE.

#### 7.4 Status Progres

Status Progres seharusnya terdiri dari :

- a. Progres Proyek, yang ditampilkan dalam format tabel yang membandingkan rencana versus progres aktual keseluruhan kumulatif dari minggu/bulan saat ini dengan minggu/bulan sebelumnya (mengacu pada tabel di bawah). Bagian ini juga menyediakan *S-Curve* untuk progres keseluruhan, untuk keseluruhan, *Engineering, Procurement, Construction, Pre-Commissioning, and Commissioning & Start-up*.



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No	Discipline	%WF	Previous			This Period			Cumulative		
			Plan	Actual	Deviation	Plan	Actual	Deviation	Plan	Actual	Deviation
1	Engineering										
2	Procurement										
3	Construction										
4	Commissioning										
	<b>Grand Total</b>										

b. EPCC (Engineering, Procurement, Construction, Pre-Commissioning, Commissioning & Start-up) Status, which contains:

- EPCC Schedule
- EPCC Progress (each discipline and area),
- EPCC major delay
- Significant activities achieved,
- Engineering Deliverable Status,
- Procurement status (complete with Long Lead Item status if any),
- Shipping, Custom, Traffic, and Logistic
- Major quantity construction,
- QA/QC Monthly Report,
- Pre-Commissioning Status,
- Commissioning & Start-up Status,
- EPCC Area of concern (complete with action plan, the due date of completion, and PIC).

c. Major milestone achievement status

b. Status EPCC (*Engineering, Procurement, Construction, Pre-Commissioning, Commissioning & Start-up*) yang terdiri dari:

- Jadwal EPCC,
- Progres EPCC (setiap disiplin dan area),
- EPCC *major delay*,
- Kegiatan signifikan yang dicapai,
- Status *Deliverable Engineering*,
- Status *Procurement* (lengkap dengan status *Long Lead Item* jika ada)
- *Shipping, Custom, Traffic and Logistic*
- *Major quantity construction*,
- Laporan bulanan QA/QC.
- Status *Pre-Commissioning*
- Status *Commissioning & Start-up*
- Isu EPCC yang menjadi perhatian (lengkap dengan rencana tindak lanjut, target waktu, dan penanggungjawab)

c. Status penyelesaian *milestone* utama

### 7.5 Project Control Report


This section should consist of:

- a. Schedule report and critical path analysis
- b. Invoice & Payment Status
- c. Manpower Staffing - Head Offices and Field, including manpower histograms

### 7.5 Laporan Project Control

Bagian ini seharusnya terdiri dari:

- a. Laporan Jadwal dan analisis jalur kritis
- b. Tagihan & Status Pembayaran
- c. Tenaga Kerja - Kantor Pusat dan Lapangan, termasuk histogram tenaga kerja

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- d. Change Management Status
- e. Local Content
- f. Risk Management

- d. Status Perubahan Management
- e. Tingkat Komponen Dalam Negeri
- f. Manajemen Risiko

**7.6 Highlight Progress Status**

Highlight Progress Status for Quarterly Project Report should contain overall plan versus actual, S-Curve, and mitigation for significant delay progress.

**7.6 *Highlight* Progress Status**

Status Progress *Highlight* untuk Laporan Proyek Triwulan seharusnya berisi perbandingan progres rencana dan aktual, *S-Curve*, dan mitigasi terhadap *delay* yang signifikan.

**7.7 High-Level Management Issue**

High-Level Management Issue for Quarterly Project Report may contain one or more issues that have a high impact on the project and need a decision from Project Sponsor.

**7.7 *High-Level Management Issue***

*High-Level Management Issue* untuk Laporan Proyek Triwulan mungkin berisi satu atau lebih isu yang memiliki *impact* besar terhadap proyek dan memerlukan keputusan dari *Project Sponsor*.

**8. ACTUAL MONTHLY PROGRESS APPROVAL**

CONTRACTOR shall calculate the Actual Monthly Progress and submit the actual project status to OWNER.

- a. Actual Monthly Progress shall consist of each activity (Engineering, Procurement, Construction, and Commissioning).
- b. After calculating the total Actual Monthly Progress, CONTRACTOR shall submit it to OWNER.
- c. CONTRACTOR shall prepare the overall Actual Monthly Progress of the Project into Progress Certificate, then send it to OWNER for approval

**8. PERSETUJUAN PROGRES BULANAN AKTUAL**

KONTRAKTOR harus menghitung aktual progres dan melaporkan status proyek yang sebenarnya kepada OWNER

- a. *Actual Progress* dalam setiap kegiatan baik di Kantor Pusat *Engineering, Procurement* dan progres keseluruhan), maupun dari *Site Office (Construction and Commissioning)*.
- b. Setelah menghitung total aktual progres, CONTRACTOR harus mengirimkannya kepada OWNER.
- c. CONTRACTOR akan menyiapkan progress aktual bulanan secara keseluruhan dalam bentuk *Progress Certificate*, kemudian mengirimkan kepada OWNER untuk persetujuan.