



PT KILANG PERTAMINA
INTERNASIONAL

Doc. No. :
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GENERAL PROCEDURE

PROJECT PROCUREMENT PLAN

ENGINEERING TECHNICAL STANDARDS & PROCEDURES PT KILANG PERTAMINA INTERNASIONAL

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1. INTRODUCTION

- 1.1 This document is prepared as part of the tender document for the procurement of goods to support project implementation.
- 1.2 The purpose of this document is :
- As part of the Contract Document used as a CONTRACTOR.
 - In order to the project goods procured by the Contractor are in accordance with the applicable procedures and provisions, quality/quality, and specifications are appropriate according to the requirements of the Contract.
 - Ensure that the project procurement process complies with the applicable procedures and provisions, with the right quality/quality, the right specifications, the right quantity, and the right time for project completion so that the project can be completed on time.

2. SCOPE

- 2.1 This document serves as a guideline/reference in the implementation of the procurement of project goods managed by the contractor.

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 standard (ETSP) in writing to OWNER,

1. PENGANTAR

- 1.1 Dokumen ini disusun sebagai acuan pelaksanaan pengadaan barang proyek oleh Kontraktor dalam pelaksanaan proyek.
- 1.2 Tujuan dari dokumen ini:
- Sebagai bagian dari Dokumen Kontrak yang digunakan sebagai referensi KONTRAKTOR.
 - Agar barang proyek yang diadakan oleh Kontraktor sesuai dengan prosedur dan ketentuan yang berlaku, kualitas/mutu, spesifikasi yang tepat sesuai persyaratan Kontrak.
 - Memastikan proses pengadaan proyek sesuai dengan prosedur dan ketentuan yang berlaku, dengan mutu/mutu yang tepat, spesifikasi yang tepat, jumlah yang tepat, dan waktu penyelesaian proyek yang tepat sehingga proyek dapat diselesaikan tepat waktu.

2. LINGKUP

- 2.1 Dokumen ini hanya digunakan untuk melaksanakan pengadaan barang oleh EPC Kontraktor.

3. KONFLIK DAN DEVIASI

- 3.1 Apabila terdapat konflik antara dokumen ini dengan *Engineering Technical Standards & Procedures* (ETSP) dan yang berlaku lainnya, atau standar PEMILIK, kode dan formulir, maka dokumen yang digunakan akan ditentukan oleh PEMILIK.
- 3.2 Apabila ada permintaan penggunaan standar yang berbeda dari standar ini

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who shall follow internal OWNER procedure and forward such requests to OWNER for approval.

(ETSP) dari Kontraktor, maka Kontraktor harus mengajukan permintaan secara tertulis kepada PEMILIK untuk mendapatkan persetujuan.

4. ABBREVIATIONS

4.1 Abbreviations used for this specification shall have the following definitions:

ABVL	Approved Brand/Vendor List
BMP	Bobot Manfaat Perusahaan
FAT	Factory Acceptence Test
FTA	Free Trade Agreement
LLI	Long Lead Items
PPM	Project Procurement Manager
PO	Purchase Order
SPPB	Surat Persetujuan Pengeluaran Barang
TKDN	Tingkat Komponen Dalam Negeri

4. SINGKATAN

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

ABVL	<i>Approved Brand/Vendor List</i>
BMP	Bobot Manfaat Perusahaan
FAT	<i>Factory Acceptence Test</i>
FTA	<i>Free Trade Agreement</i>
LLI	<i>Long Lead Items</i>
PPM	<i>Project Procurement Manager</i>
PO	<i>Purchase Order</i>
SPPB	Surat Persetujuan Pengeluaran Barang
TKDN	Tingkat Komponen Dalam Negeri

5. DEFINITIONS

5.1 The use of the following words has special meanings in the following sense:

Mandatory Goods Domestically produced goods (Indonesia) that must be used that meet the requirements and have a total TKDN achievement and BMP achievement, in accordance with the applicable provisions and regulations.

CONTRACTOR Defined as the Organization to which PT Kilang Pertamina Internasional assigns the work.

5. DEFINISI

5.1 Penggunaan kata-kata berikut memiliki arti khusus dalam pengertian sebagai berikut:

Barang Wajib Barang produksi dalam negeri (Indonesia) yang wajib dipergunakan yang memenuhi persyaratan kebutuhan dan memiliki penjumlahan capaian TKDN dan BMP, sesuai dengan ketentuan dan peraturan yang berlaku.

KONTRAKTOR Organisasi yang ditunjuk oleh PT Kilang Pertamina Internasional untuk melaksanakan suatu

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Equipment / Material	Equipment/Material, machinery, equipment, tools, consumables, supplies, articles, or any other items to be supplied to Contractor by the Vendor under the Purchase Order.	Peralatan/ Bahan	Peralatan/bahan, mesin, perlengkapan, perkakas, bahan habis pakai, persediaan, barang atau barang lainnya yang akan dipasok ke kontraktor oleh vendor berdasarkan pesanan/pembelian.
LLI	Equipment, product, or system that is identified at the earliest stage of a project to have a delivery time long enough to affect directly the overall lead time of the project.	LLI	Peralatan, produk atau sistem yang telah teridentifikasi pada saat awal proyek dimana memiliki waktu penyerahan yang cukup lama yang berakibat langsung terhadap keseluruhan waktu proyek.
OWNER	Owner of the Plant is defined as PT Kilang Pertamina Internasional.	PEMILIK	PT Kilang Pertamina Internasional.
OWNER Supplied Items/ Materials	Equipment/Materials that shall be provided by OWNER in accordance with Contractual requirement.	Barang/ Bahan yang Disediakan PEMILIK	Peralatan/bahan yang harus disediakan oleh PEMILIK sesuai dengan persyaratan kontrak.
SUBCONT RACTOR	means any and all persons, firms, partnerships, companies, bodies, entities, or a combination who are hired by CONTRACTOR to perform a specific site activity as part of the overall project .	SUBKONT RAKTOR	Setiap dan semua orang, firma, kemitraan, perusahaan, badan, entitas atau kombinasi yang disewa oleh kontraktor untuk melakukan aktivitas lokasi tertentu sebagai bagian dari keseluruhan proyek.
VENDOR	means any and all persons, firms, partnerships, companies, bodies, entities, or a combination thereof including manufacturers, sub-vendors, and suppliers, who are providing GOODS, and the successors and assigns of such persons, firms, partnerships, companies, bodies, entities or a combination thereof.	VENDOR	Setiap dan semua orang, firma, kemitraan, perusahaan, badan, entitas atau kombinasinya termasuk pabrikan, sub-vendor dan pemasok, yang menyediakan barang, dan penerus dan penerima pengalihan dari orang, firma, kemitraan, perusahaan, badan, entitas atau kombinasinya.

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6. CODES AND STANDARDS

The following Codes, Standard, and Specifications apply to this specification. When an edition date is not indicated for a code or standard or any update in codes and standards in this specification document, the latest edition and addendum in force at the time of purchase shall apply. Material & equipment shall be as a specification or an equal approved by OWNER

CONTRACTOR is required to know and understand all applicable laws and regulations and/or applicable international regulations (latest) related to the procurement of goods in connection with the project, including, but not limited to:

- TKDN;
- Incoterms;
- Restricted Ban;
- Custom Clearance;
- Master Lists;
- Bank Indonesia Regulations (PBI);
- Taxation.

7. RESPONSIBILITY

7.1 Selection Of Equipment, Materials Include VENDOR And SUBCONTRACTOR

- a. The contractor is required to use a brand/VENDOR with a factory location in accordance with the ABVL document.
- b. The contractor must submit at least, but not limited to:
 - List of materials and equipment, VENDORS/Manufacturers,

6. PERATURAN DAN PERUNDANGAN

Kode, Standar, dan Spesifikasi berikut berlaku untuk spesifikasi ini. Ketika tanggal edisi tidak ditunjukkan untuk kode atau standar atau pembaruan kode dan standar apa pun dalam dokumen spesifikasi ini, edisi terbaru dan addendum yang berlaku pada saat pembelian akan berlaku. Bahan & peralatan harus sesuai dengan spesifikasi atau setara yang disetujui oleh PEMILIK

Kontraktor wajib mengetahui dan memahami seluruh peraturan dan perundangan yang berlaku di Indonesia dan/atau peraturan internasional yang berlaku (terbaru) terkait pengadaan barang sehubungan dengan proyek, antara lain, namun tidak batas pada:

- TKDN;
- *Incoterms*;
- Larangan Terbatas;
- *Custom Clearance*;
- *Master List*;
- Peraturan Bank Indonesia (PBI);
- Perpajakan.

7. TANGGUNG JAWAB

7.1 Pemilihan Peralatan, Bahan Termasuk VENDOR Dan SUBKONTRAKTOR

- a. Kontraktor wajib menggunakan brand/VENDOR dengan *factory location* sesuai dengan dokumen ABVL.
- b. Kontraktor harus menyampaikan sekurang-kurangnya, namun tidak terbatas:
 - Daftar material dan peralatan dan VENDOR/manufaktur, sesuai

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according to the ABVL document.

- Unpriced PO.
- c. Contractors are required to use brands/VENDORS that are included in the category of mandatory goods according to applicable laws and regulations (TKDN).
- d. If in the execution of the work there is a category of mandatory goods in the subgroup in the ABVL, then the contractor is obliged to use the mandatory goods with no additional contract price.

dokumen ABVL.

- *Unpriced PO.*
- c. Kontraktor wajib menggunakan brand/VENDOR yang sudah termasuk dalam kategori barang wajib sesuai peraturan perundangan yang berlaku terkait TKDN.
- d. Apabila dalam pelaksanaan pekerjaan terdapat kategori barang wajib pada subgroup yang ada di dalam ABVL, maka kontraktor wajib menggunakan barang wajib tersebut dengan tidak ada penambahan harga kontrak.

7.2 Project Procurement Organization Chart

- a. The Contractor is required to use personnel who have passed by the OWNER as Project Procurement Manager (PPM).
- b. Contractor must have procurement organizational tools in accordance with Project Execution Plan.

7.2 Bagan Organisasi Pengadaan Proyek

- a. Kontraktor wajib menggunakan personel yang dinyatakan lulus oleh PEMILIK sebagai PPM.
- b. Kontraktor harus memiliki perangkat organisasi procurement sesuai dengan *Project Execution Plan*.

7.3 Purchasing Plan

The contractor is required to submit a Purchasing Plan for main material items of the project, such as the following but not limited to:

- a. Long Lead Items (LLI)
- b. Material Packages
- c. Bulk Materials
- d. Lubricants, Chemical, Catalyst Materials

7.3 *Purchasing Plan*

Kontraktor wajib menyampaikan *Purchasing Plan* untuk *item-item* material utama proyek, seperti berikut namun tidak terbatas pada:

- a. *Long Lead Items (LLI)*
- b. *Package Material*
- c. *Bulk Materials*
- d. *Lubricants, Chemical, Catalyst Materials*

7.4 Expediting Plan

The contractor is required to inform at least:

- a. General Expediting Plan
- b. Expediting Control Level
- c. Shop Visit
- d. Contact Person
- e. Checklist

7.4 Rencana Pengiriman

Kontraktor wajib menyampaikan seperti berikut namun tidak terbatas pada:

- a. Rencana percepatan secara umum
- b. Level Kontrol percepatan
- c. *Shop Visit*
- d. *Contact Person*
- e. *Checklist*

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- | | |
|---------------------------------|-----------------------------------|
| f. VENDOR Documents | f. Dokumen VENDOR |
| g. Sub Orders | g. <i>Sub Orders</i> |
| h. Fabrication | h. Fabrikasi |
| i. Reporting (weekly & monthly) | i. Pelaporan (mingguan & bulanan) |

7.5 Material Control and Monitoring

Material control activities at least include the following:

- Monitoring, receiving, and updating material take off
- Monitoring and updating material purchase order details
- Monitoring and updating material expediting details
- Monitoring shipment schedule
- Recording, updating, and reporting detailed status material at the project site
- Utilization of computerized material control system
- Surplus and scrap material handling and handing over

7.6 Inspection

The inspection shall at least include the following but not limited to:

- Criticality base inspection program;
- Process Review and Acceptance Criteria;
- Qualification and assignment of inspectors;
- Third party inspection agencies;
- Pre-Inspection meeting;
- Inspection at VENDOR workshop

7.7 Expediting Strategy

The contractor must have and convey to OWNER an expediting strategy during

7.5 Kontrol dan *Monitoring* Material

Aktivitas *material control* seperti berikut namun tidak terbatas pada:

- Monitoring, Receiving* dan *Update Material Take Off* (MTO);
- Monitoring* dan *update detail* Material PO;
- Monitoring* dan *update detail* pengiriman material;
- Monitoring* jadwal pengiriman;
- Pencatatan, *updating* dan pelaporan detail status material di *project site*;
- Menggunakan sistem terkomputerisasi untuk mengontrol material;
- Pengelolaan material surplus dan *scrap* serta serah terima.

7.6 Inspeksi

Pelaksanaan inspeksi seperti berikut namun tidak terbatas pada:

- Program inspeksi berbasis kritikal;
- Review proses dan kriteria penerimaan;
- Kualifikasi dan penugasan inspector;
- Inspeksi oleh pihak ketiga;
- Rapat pra-inspeksi;
- Inspeksi pada *workshop* VENDOR.

7.7 Strategi Pengiriman

Kontraktor harus memiliki dan menyampaikan kepada PEMILIK strategi

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project execution.

percepatan pengiriman barang.

7.8 Shipment, Traffic And Transportation

The contractor must have and deliver delivery methods including but are not limited to:

- a. Shipment And Traffic For Overseas Cargo;
- b. Shipping Arrangement Local Or Domestic Cargo.

7.8 Pengiriman, *Traffic* dan Pengangkutan

Kontraktor harus memiliki dan menyampaikan metode pengiriman seperti berikut namun tidak terbatas pada:

- a. Pengiriman dan *traffic* untuk kargo luar negeri;
- b. Pengaturan pengiriman kargo lokal atau domestik.

7.9 Marine Cargo Insurance

The contractor must close (purchase) marine cargo insurance with the scope of the material arriving at Site.

7.9 *Marine Cargo Insurance*

Kontraktor harus melakukan penutupan (pembelian) *marine cargo insurance* dengan lingkup material tiba di lokasi pekerjaan.

7.10 Shipping Preservation Method

The Contractor must have and convey the method of care/maintenance of the material until it arrives at the Job Site, including:

- a. Preservation Before Shipment;
- b. Preservation During Transportation;
- c. Preservation before installation.

7.10 Metode Preservasi Pengiriman

Kontraktor harus memiliki dan menyampaikan metode preservasi material sampai dengan tiba di lokasi pekerjaan, meliputi:

- a. Preservasi sebelum pengiriman;
- b. Preservasi selama pengangkutan;
- c. Preservasi sebelum instalasi.

7.11 Preferential Tariffs Of Import Duty And Free Trade Agreement (FTA)

The contractor is responsible for carrying out the release of goods.

- a. Free Trade Agreement
- b. Custom Clearance

7.11 *Preferential Tarrifs of Import Duty and Free Trade Agreement (FTA)*

Kontraktor bertanggung jawab dengan biaya sendiri untuk melaksanakan pembebasan barang.

- a. *Free Trade Agreement (FTA)*
- b. *Custom Clearance*

7.12 Process Of Loading & Unloading Material Detail

The contractor is responsible for carrying

7.12 Proses Bongkar/ Muat Material

Kontraktor bertanggung jawab untuk

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out loading and/or unloading of materials, but not limited to:

- a. Loading material at port of origin
- b. Unloading material at port of destination.

melaksanakan bongkar/muat material seperti berikut namun tidak terbatas pada:

- a. Pemuatan material di pelabuhan asal
- b. Pembongkaran material di pelabuhan tujuan.

7.13 Flow Activities For Warehousing Activity

The contractor is responsible for carrying out the activities of warehousing activities such as:

- a. Receiving material;
- b. Receiving Report;
- c. Material Issuance;
- d. Material Return;
- e. Inventory Check.

7.13 Tahapan Aktifitas Pergudangan

Kontraktor bertanggung jawab untuk melaksanakan tahapan kegiatan pergudangan seperti:

- a. Penerimaan material;
- b. Penyimpanan material;
- c. Pengeluaran material;
- d. Pengembalian material;
- e. Pemeriksaan persediaan.

7.14 Storing And Preservation

The contractor is responsible for carrying out storage and maintenance activities for equipment and materials at site.

- a. Storing Material Method indoors and outdoors.
- b. Preservation of equipment and materials by category/type as follows but not limited to civil & structure, mechanical, piping, electrical, and instrument.

7.14 Penyimpanan dan Preservasi

Kontraktor bertanggung jawab untuk melaksanakan penyimpanan dan preservasi peralatan dan material di lokasi pekerjaan.

- a. Metode penyimpanan material dalam dan luar ruangan.
- b. Preservasi peralatan dan material berdasarkan kategori/jenis seperti berikut namun tidak terbatas pada civil & structure, mechanical, piping, electrical dan instrument.

7.15 Spare Part/ Material

The contractor is responsible for carrying out the procurement and management of spare part/ material as follow, but not limited to:

- a. Construction Spare Parts;
- b. Commissioning and Start-up Spare Parts;
- c. Operating Spare Parts;

7.15 Spare Part/ Material

Kontraktor bertanggung jawab atas penyediaan dan pengelolaan spare part/ material seperti berikut namun tidak terbatas pada:

- a. *Construction Spare Parts*;
- b. *Commissioning dan Start-up Spare Parts*;
- c. *Operating Spare Parts*;

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d. Insurance/ Capital Spare Parts.

d. *Insurance/ Capital Material.*

7.16 Procurement Report

The contractor is responsible to provide procurement reporting submission activities, at least:

- a. Procurement Status Report which shall include at least the status of procurement progress and purchase status;
- b. Material Status Report which shall include at least delivery status, arrival status, inspection status, and storage status.

7.16 Laporan Kegiatan Pengadaan

Kontraktor bertanggung jawab untuk menyampaikan laporan pengadaan seperti berikut namun tidak terbatas pada:

- a. *Procurement Status Report* yang mencakup antara lain sekurang-kurangnya status progress pengadaan dan status pembelian;
- b. *Material Status Report* yang mencakup antara lain sekurang-kurangnya status pengiriman, status kedatangan, status pemeriksaan dan status penyimpanan.

7.17 Procurement And Subcontract Requirement Strategy To Comply With OWNER Requirement

The contractor is responsible for conveying the procurement process strategy and SUBCONTRACTOR requirements, at a minimum:

- a. Strategy To Meet Project Specification;
- b. Strategy To Meet Project Schedule;
- c. Strategy To Meet Project Quality Requirement;
- d. Subcontracting Strategy.

7.17 Strategi Pengadaan dan Persyaratan Subkontrak untuk Memenuhi Persyaratan PEMILIK

Kontraktor bertanggung jawab untuk menyampaikan strategi pengadaan dan persyaratan SUBKONTRAKTOR, seperti berikut namun tidak terbatas pada:

- a. Strategi Untuk Memenuhi Spesifikasi Proyek;
- b. Strategi Memenuhi Jadwal Proyek;
- c. Strategi Memenuhi Persyaratan Kualitas Proyek;
- d. Strategi *Subcontracting*.

8. PROCEDURE

8.1 Procurement Execution Methodology dan Procedures

In the implementation of the project procurement plan, the contractor must make and deliver the project procedures for the procurement implementation as a form of implementing the procurement plan. The procedure must be approved by the OWNER.

8. PROSEDUR

8.1 Metodologi dan Prosedur Pelaksanaan Pengadaan

Dalam pelaksanaan project procurement plan kontraktor harus membuat dan menyampaikan prosedur-prosedur proyek pelaksanaan pengadaan sebagai bentuk implementasi procurement plan tersebut. Prosedur tersebut wajib disetujui oleh PEMILIK.

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Procedures to be provided, but not limited to:

- a. Purchasing Procedure
- b. Expediting Procedure

Prosedur-prosedur tersebut yang disiapkan, seperti berikut namun tidak terbatas pada:

- a. *Prosedur Purchasing*
- b. *Prosedur Material Control*

9. ATTACHMENT

[Attachment 1] Example Form Procurement Status Report (PSR)
 [Attachment 2] Example Form material Equipment Receiving Report (MRR)
 [Attachment 3] Example Overage, Shortage, Incorrect And Damage (OSID) Form

9. LAMPIRAN

[Lampiran 1] Contoh *Form Procurement Status Report* (PSR)
 [Lampiran 2] Contoh *Form Material Equipment Receiving Report* (MRR)
 [Lampiran 3] Contoh *Overage, Shortage, Incorrect And Damage* (OSID) Form

[Owner Logo]	OVERAGE, SHORTAGE, INCORRECT AND DAMAGE (OSID) FORM	[Contractor Logo]						
PROJECT :	REPORT NO. :							
PO NO. :	DATE :							
B/L NO. :	ON SITE (DATE) :							
PACKING LIST NO. :	SUPPLIER NAME :							
SHIPMENT NO. :	<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL							
ITEM DESCRIPTION :								
ABOVE SHIPMENT RECEIVED IN FOLLOWING CONDITION								
<input type="checkbox"/> OVERAGED <input type="checkbox"/> SHORTAGED <input type="checkbox"/> INCORRECT <input type="checkbox"/> DAMAGED								
DETAILED DESCRIPTION :								
NO.	NO PKG	DESCRIPTION	QUANTITY (UNIT :)					REMARKS (Details to be attached)
			Q'TY ORDERED	Q'TY RECEIVED	Q'TY (O/S//D)	TYPE (O/S//D)	PHOTO (O/S//D)	
1								
2								
3								
RECOMMENDATION, IN CASE OF DAMAGE								
<input type="checkbox"/> REPAIR IN FIELD <input type="checkbox"/> RETURN TO VENDOR FOR REPAIR <input type="checkbox"/> OTHERS ()								
ATTACHMENTS:								
1. PHOTO / SKETCH						<input type="checkbox"/> YES		<input type="checkbox"/> NO
2. OTHERS (List Of Reject)						<input type="checkbox"/> YES		<input type="checkbox"/> NO

	Contractor			Owner
	
Name				
Signature				
Date				

[Owner Logo]	OVERAGE, SHORTAGE, INCORRECT AND DAMAGE PHOTO	[Contractor Logo]
1		
	Pkg No.	
	Identity Code	
	Description	
	Remarks	
2		
	Pkg No.	
	Identity Code	
	Description	
	Remarks	