



UNIVERSITAS PELITA HARAPAN

SISTEM PENJAMIN MUTU INTERNAL

BERITA ACARA PEKERJAAN

Work Sheet

No. Dok : FOR08/PRO02/STA26/SPMI-UPH

Revisi : 0

Tanggal : 22 Agustus 2016

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No.Ticket Ticket Number [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]

Nama Lengkap Full Name \_\_\_\_\_ ITD Operational/Staff \_\_\_\_\_

Lokasi Location \_\_\_\_\_

PIC \_\_\_\_\_ Tanggal Kunjungan Date \_\_\_\_\_

No Ext. Extension \_\_\_\_\_ Jam Kunjungan Time \_\_\_\_\_

Jenis Pekerjaan Work type :

Observasi Survey Layanan Services : \_\_\_\_\_

Hasil Survey Result : \_\_\_\_\_

Pemasangan Baru New Layanan Services : \_\_\_\_\_

Rencana Kegiatan Planning : \_\_\_\_\_

Pekerjaan hari ini Today's Progress : \_\_\_\_\_

Status pekerjaan Status : Sudah selesai dan tidak ada masalah Done / Belum Selesai Unfinished (Coret yang tidak perlu)

Pemeliharaan & Perbaikan Maintenance & Troubleshooting Layanan Services : \_\_\_\_\_

Problem teknis yang dilaporkan Reported technical problem : \_\_\_\_\_

Aktual problem teknis dilapangan Actual technical problem : \_\_\_\_\_

Analisa penyebab kerusakan Hypotesis : \_\_\_\_\_

Aksi perbaikan yang dilakukan Maintenance & Troubleshooting : \_\_\_\_\_

Hasil pekerjaan Result :

Penyebab kerusakan telah diperbaiki Problem has been repaired

Penyebab kerusakan belum tuntas diperbaiki

Rekomendasi Teknis Technical Recommendation : \_\_\_\_\_

Problem has not been repaired clearly

Saran Solusi Recommendation : \_\_\_\_\_

Kunjungan berikut Next survey : \_\_\_\_\_

(Day, DD/MM/YYYY)

Dengan menandatangani form ini, anda menyatakan telah mendapatkan layanan dan menerima informasi mengenai ITD Policy.

By signing this form, you stated that you received the service and information about ITD policy.

Diinstruksikan oleh,  
Instructed by,

Dikerjakan oleh,  
Served by,

Diterima oleh,  
Received by,

\_\_\_\_\_  
(ITD Operational Section Head Name & Date)

\_\_\_\_\_  
(ITD Operational/Vendor Name & Date)

\_\_\_\_\_  
(User Name & Date)