




## LAMPIRAN A

### STANDARD OPERATING PROCEDURE

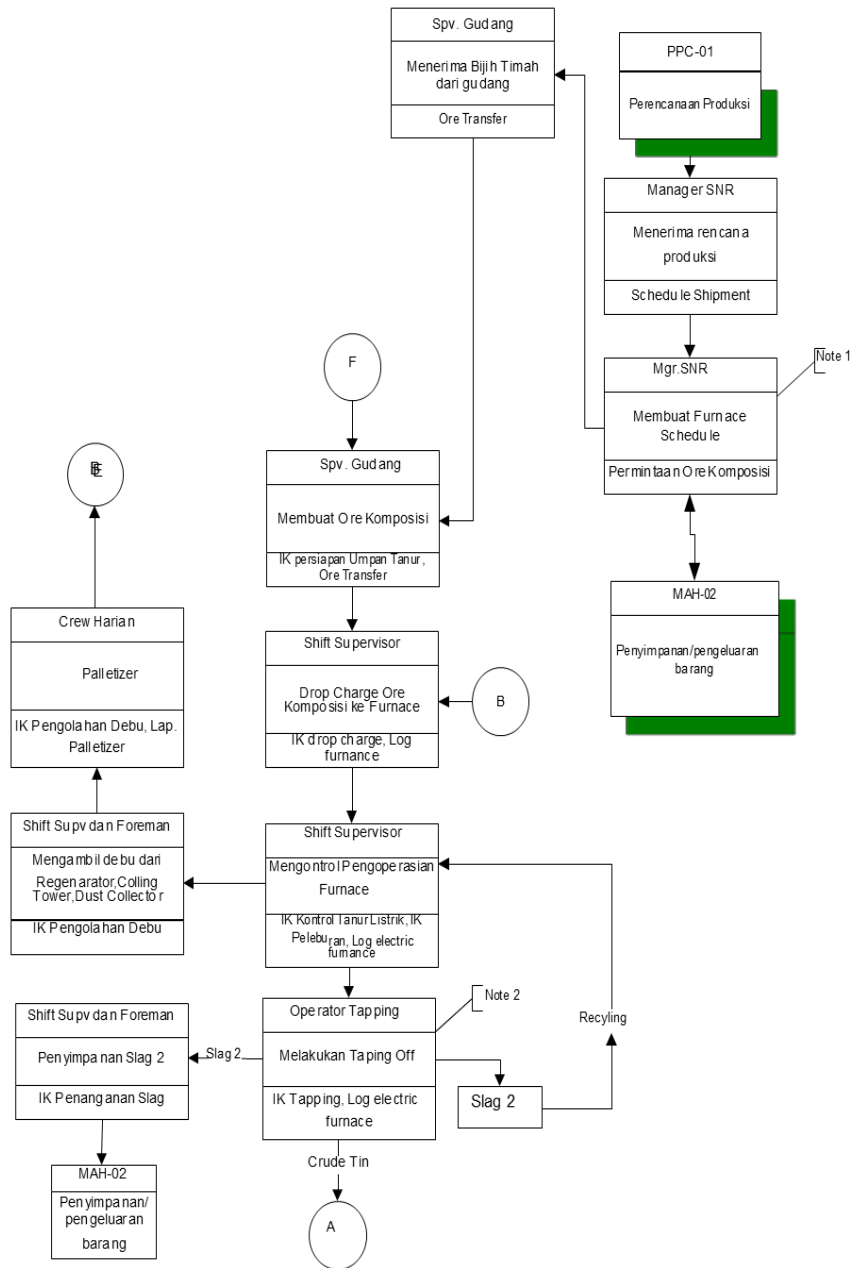
 Menara Cipta Mulia	<b>STANDARD OPERATING PROCEDURE</b>	Doc No.	SNR-01
		Rev No.	00
	Judul : <b>SMELTING &amp; REFINING</b>	Date	08 - 01 - 2021
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<b>1. TUJUAN :</b> Memastikan kegiatan produksi timah di smelting dapat berjalan secara efektif dan efisien, untuk menghasilkan timah ( tin Ingot ) yang memenuhi spesifikasi.			
<b>2. RUANG LINGKUP :</b> Menjelaskan tugas dan tanggung jawab Manager Smelter, Metallurgy Engineer, Senior Supervisor, Mixing Supervisor, Shift Supervisor, Casting Supervisor dan crew terkait didalam proses produksi timah dimulai , dari penerimaan bijih timah sampai menghasilkan Tin Ingot			
<b>3. REFERENSI :</b>  ISO 9001:2015 Pasal 7.5.1, 7.5.2, 7.5.3, 7.5.5, 8.2.3			
<b>4. DEFINISI :</b>  IK : Instruksi Kerja FHAS : Form Hasil Analisa Sampel FPAS : Form Permintaan Analisa Sampel KP : Ketel Pemumian BPIT : Bukti Penerimaan Ingot Timah			
Disetujui	DIREKTUR		Catatan Revisi
Diperiksa	MR		
Dibuat	MGR. SMG		



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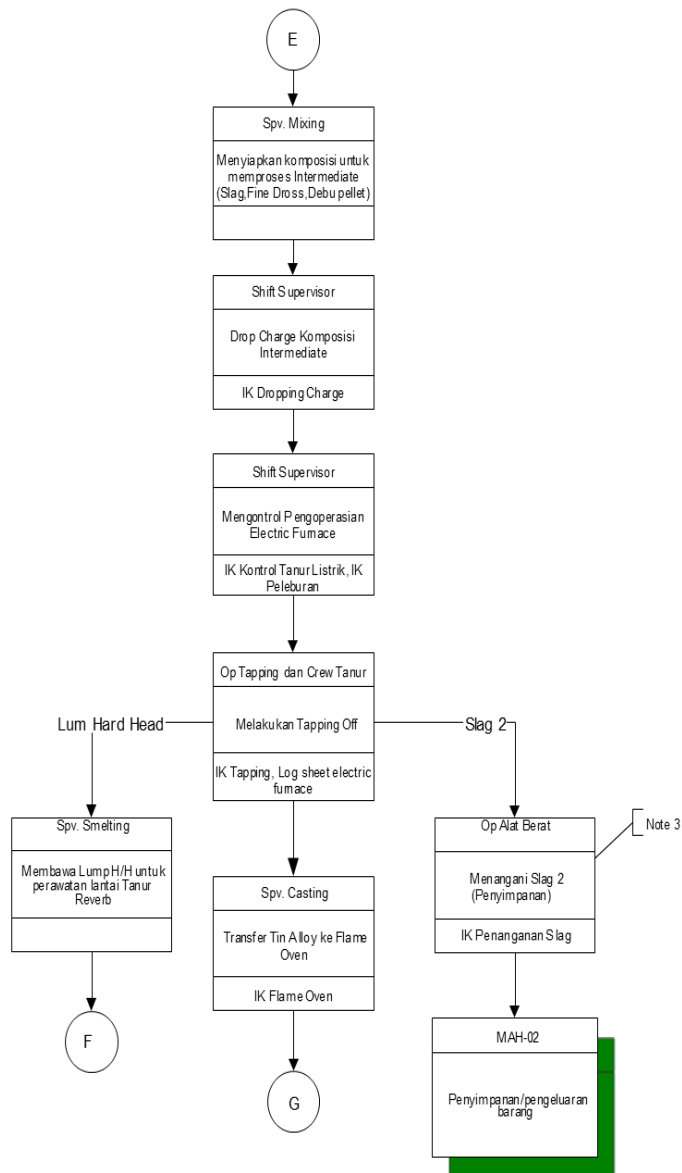


Note 1 : Melampirkan Form Permintaan Material Produksi  
 Note 2 : Standard Code of Thermo Lab Tin Sample

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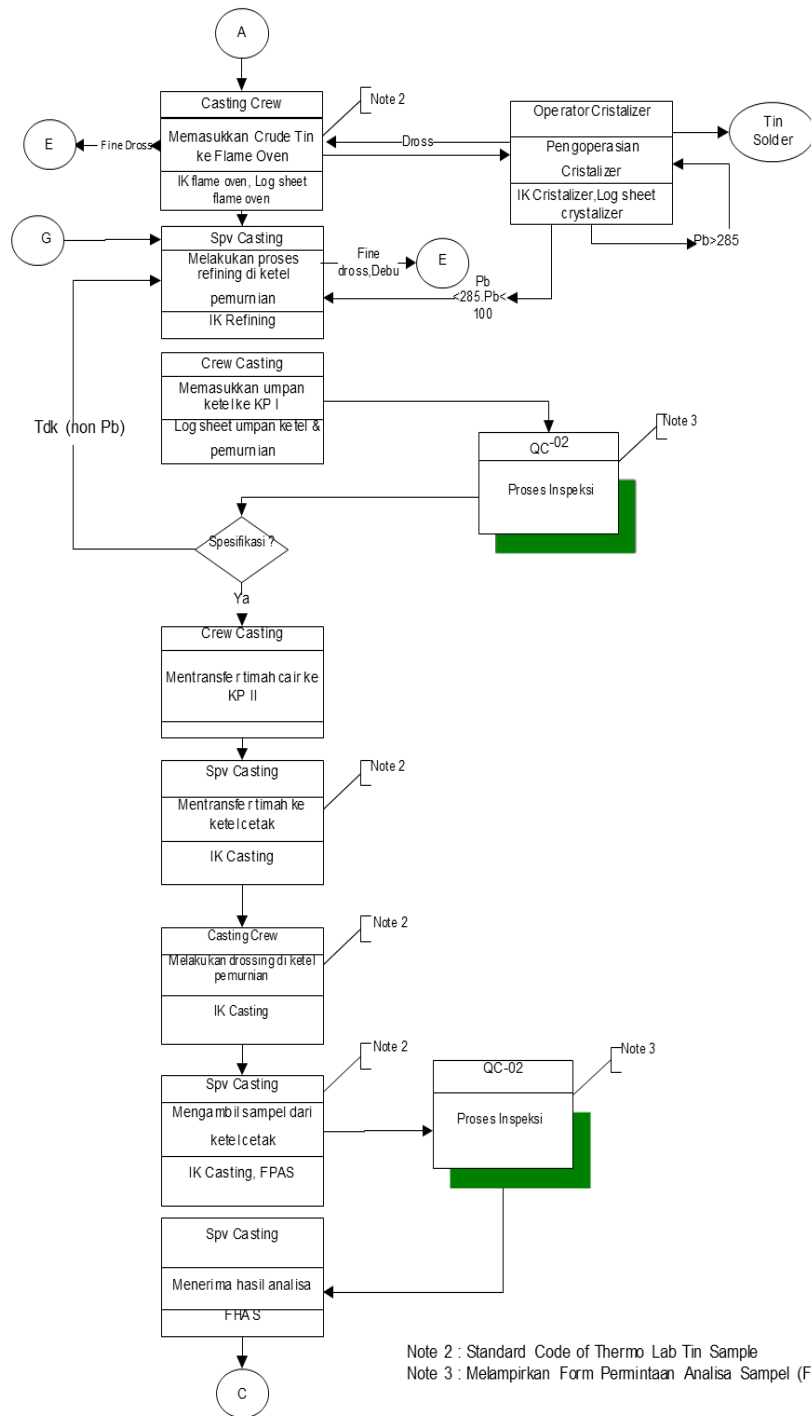
Note 3 : Melampirkan Form Permintaan Analisa Sampel (FPAS)



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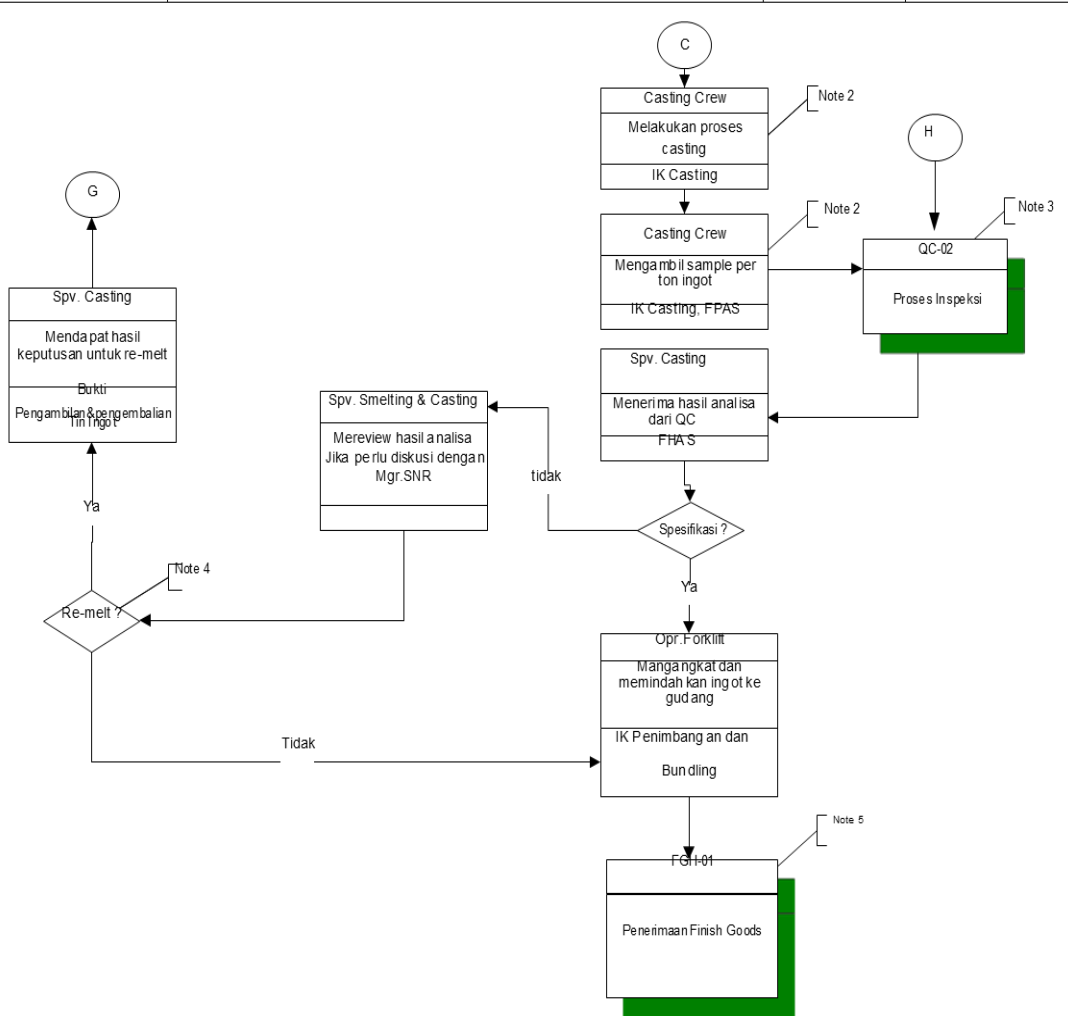





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- Note 2 : Standard Code of Thermo Lab Tin Sample
- Note 3 : Melampirkan Form Permintaan Analisa Sampel (FPAS)
- Note 4 : Melampirkan Form Return Tin Ingot
- Note 5 : Bukti Penerimaan Ingot Timah (BPIT)

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**STANDARD CODE OF THERMO LAB TIN SAMPLE**

NO	CASTING	CRYSTALIZER	FURNACE		FLAME OVEN	OTHER
			TAPPING A	TAPPING OFF		
1	KC – XX/T	CR/XXX	F1-CH.XXXX/1	F1/OFF.XXXX.1	FOV-XX	R
2	MCM.XXXX/1	CLDR/XX	F1/FON			RC
3		KCR/XX	F1/FH			
4			TL1/XXXX			
5			TL1/FON			
6						
7						
8						
9						
10						

NOTE

X : NOMOR SAMPLE  
 RC : RE-CHECK  
 F1-CH.XXXX/1: FURNACE(1,2,3,4).CHARGE.(NO SAMPLE)/NO SAMPAN  
 F1/TO.XXXX/1: FURNACE(1,2,3,4)/TAPPING OFF. (NO SAMPLE) /NO SAMPAN  
 F1/FON : FURNACE(1,2,3,4) /FIRE ON (TAPPING ULANG)  
 F1/FH : FURNACE(1,2,3,4) FALSE HEARTH (TIMAH DIBAWAH TANUR)  
 TL1/XXXX : FURNACE(1,2,3,4) /CHARGE  
 TL1/FON : FURNACE(1,2,3,4) TAPPING ULANG  
 KC : KETTLE CETAK  
 KCR : KETTLE CRYSTALLIZER  
 VIP.XXXX/1 : CASTING NO. SAMPLE/URUTAN BUNDEL PERF-TON (1,2,3,4,5)  
 T : TEMPERATUR  
 ZN : ZONE (PADA CRYSTALLIZER)  
 CR-XXX : CRYSTALLIZER – NO SAMPLE  
 SLDRT/XX : SOLDER – NO SAMPLE  
 FOV-XX : FLAME OVEN – NO SAMPLE

**LAMPIRAN B**  
**DATA KARYAWAN PT MENARA CIPTA MULIA**

No	Nama Karyawan	Jabatan	Lokasi
1	Aulia Ihsan Dawolo	Metalurgy engineer	Area Operasional
2	Novia Meliana	Admin Operasional	Area Operasional
3	Abdi Ahmad	Supervisor Smelting	Area Operasional
4	Catur	Supervisor Smelting	Area Operasional
5	Susanto	Supervisor Smelting	Area Operasional
6	Ernest Romadhoni	Supervisor Smelting	Area Operasional
7	Hasari	Operator Smelting	Area Operasional
8	Maulana Andrian	Operator Smelting	Area Operasional
9	Aditya Sukandar	Operator Smelting	Area Operasional
10	Rozi Rispani	Operator Smelting	Area Operasional
11	Marzuki	Operator Smelting	Area Operasional
12	Arwanto	Operator Smelting	Area Operasional
13	Jaya Kurniadi	Operator Smelting	Area Operasional
14	Afinzar	Operator Smelting	Area Operasional
15	Aris firmansyah	Operator Smelting	Area Operasional
16	Tomy saputra	Operator Smelting	Area Operasional
17	Sumardi	Operator Smelting	Area Operasional
18	Loman	Crew Smelting	Area Operasional
19	Septa Brata	Crew Smelting	Area Operasional
20	Hendra	Crew Smelting	Area Operasional
21	Dicky Winata	Crew Smelting	Area Operasional
22	Fifiyus Mujihartono	Crew Smelting	Area Operasional
23	Maroji	Crew Smelting	Area Operasional
24	Heri	Crew Smelting	Area Operasional
25	Musmulyadi	Crew Smelting	Area Operasional
26	Yudhi Pranata	Crew Smelting	Area Operasional

27	Sri Maja	Crew Smelting	Area Operasional
28	Dimas Anggara	Crew Smelting	Area Operasional
29	Tobi Wiratama	Crew Smelting	Area Operasional
30	Gunawan	Crew Smelting	Area Operasional
31	Hendra Jaya	Crew Smelting	Area Operasional
32	Suntoro, An	Supervisor Casting	Area Operasional
33	Jaka	Supervisor Casting	Area Operasional
34	Wandra	Supervisor Casting	Area Operasional
35	Jakob	Supervisor Casting	Area Operasional
36	Agus	Supervisor Casting	Area Operasional
37	Adi	Crew Casting	Area Operasional
38	Meri	Crew Casting	Area Operasional
39	Neldi	Crew Casting	Area Operasional
40	Gunawan	Crew Casting	Area Operasional
41	Firhan	Crew Casting	Area Operasional
42	Sutarman	Crew Casting	Area Operasional
43	Yogi	Crew Casting	Area Operasional
44	Erwandi	Crew Casting	Area Operasional
45	Wahyu	Crew Casting	Area Operasional
46	Jepri	Crew Casting	Area Operasional
47	Ilham	Crew Casting	Area Operasional



**LAMPIRAN C**  
**DOKUMENTASI**



Gambar C.1 lokasi *Smelting*



Gambar C.2 observasi Area *Smelting*



Gambar C.3 wawancara Area peleburan



Gambar C.4 lokasi pemurnian



Gambar C.5 Observasi Area Pemurnian



Gambar C.6 Wawancara area Pemurnian