

CHAPTER II

GENERAL REVIEW

2.1 History of PT. BONNE

Established in 2002, PT Bonne Indo Teknik (PT.BIT) is The Company which has core business in Inspection and Technical Services of Oil and Gas Processing, Refining, Petrochemical, Plant & Equipment, and Geothermal which conform to the Customer's Contract requirements and International Codes of Practice.

PT Bonne Indo Teknik is legalized and registered under Ministry of Law and Human Rights of Republic of Indonesia, as The Private Company. This company tries to Maximize Locale Indonesian's workers to operate its business, and it also committed to increase community welfare all around company.

This company realizes that Quality Management System is a foundation which will be gradually improved on its internal process to achieve the company's goals, therefore PT. Bonne Indo Teknik got ISO 9001 certification in 2015 certified which is licensed by The Licensed Certification Bodies.

This company also realizes that the Protection of Environment and the importance of health and safety is the main priority in doing the job, therefore PT Bonne Indo Teknik is well-aware on Quality, Health, Safety, and Environment (QHSE) Application in every aspect of the PT.BIT core business, and this company is certified ISO 14001 in 2015 and ISO 45001 in 2018. Besides, PT Bonne Indo Teknik is committed to provide good quality Services and clean business

environment in order to reach high- satisfaction level in economic value and community aspect.

2.2 Vision, Mission, and Value PT. Bonne

2.2.1 Vision

Vision is a very important thing for a company. When a company has a good vision, it will achieve its goals. The vision of the company PT. Bonne is: **“Becoming the Leading & Reliable Company in Non-Destructive Services, Inspection, and Man Power Supply in Indonesia.”**

2.2.2 Mission

The mission of PT. Bonne are:

1. Providing NDT Inspection which is suitable with International Codes and Practices.
2. Supplying Certified and Qualified Personnel in order to give customer satisfaction.
3. Prioritizing all Quality Control and Quality Assurance, in order to achieve customer trust.
4. Maintaining and Developing Quality, Health, Safety, and Environment for Business Aspects.

2.2.3 Value

The following things are some of the values owned and implemented by the company PT. Bonne are:

- 1) Commitment.
- 2) Quality.
- 3) Team Work.
- 4) Communication

2.3 Safety Worker in PT. Bonne

PT. Bonne Indo Teknik was established in 2004 with activities in supplying of equipment and services for the oil and gas industry and geothermal which realized for health, safety, and environment protection (HSEP), which are considered as an important thing related to the risk which will be faced in its operation.

In the frame of this policy, the company will be responsible to encourage of health, safety, environment protection programs in all aspect of its operation, and it is representative of this commitment that company has prepared and distributed this HSEP handbook to all employee.



Picture of HSEP Handbook

PT. Bonne expects that its employee and all concerned parties would commit themselves to understand and perform all task as defined in HSEP. Safety is an integral, critical and first & foremost part of its corporate philosophy.

The company promotes the safety environment through:

- a. Safety meeting, educating, and training.
- b. Adhering safety policies and procedures devised by PT BIT and our client.
- c. Ongoing safety program monitoring total recordable injuries and illness.

PT BIT commitment to the safety, health and welfare of all our employees is evident through our comprehensive health care benefit program along with:

- a. Mandatory drug and alcohol test.
- b. Annual vision screening.

Preserving the environment for the community now and in the future by PT BIT'S is realized through:

Complying with all applicable environmental, health, and safety laws and regulations. Increase commitment for recycling and responsible, management of energy use.

2.4 Job Positions, Tasks and Functions

2.4.1 Managing Director's Position, Task, And Function

Task and function managing directors are:

- a) Developing, communicating and organizing the company's vision and mission.

- b) Supervising business situation.
- c) Developing and creating a business strategy for the company.
- d) Evaluating the company to find out what can be done better for the company.
- e) Choosing a leader for each division in the company.

2.4.2 QHSE & Business Support Position, Task, And Function

Task and function QHSE & Business Support Position are:

- a) Identifying and mapping the potential hazards that may occur in the work environment.
- b) Assisting with all documents, payments, and administration in running the business
- c) Supporting sales and marketing team.
- d) Monitoring payments from clients.

2.4.3 Director of Operations Position, Task, And Function

Task and function director of operations are:

- a) Responsible for all operational activities of the company, including the planning process to operational implementation.

2.4.4 Finance and Accounting Position, Task, And Function

Task and function accounting are:

- a) Arranging the company finances
- b) Inputting all financial transactions into the program
- c) Carrying out company financial transactions

- d) Making payments to suppliers
- e) Dealing with internal and external parties related to the company's financial activities
- f) Doing billing to customers
- g) Controlling the company's financial transactions
- h) Making reports on company finances
- i) Sending documents from internal and external vendors
- j) Verifying the validity of the document
- k) Making management reports for the parent company
- l) Performing additional income and expenses on certain accounts
- m) Preparing invoice billing documents/bill receipts along with the completeness.

2.4.5 Inspector Teams Position, Task, And Function

Task and function inspector teams are:

- a) Checking and supervising the procedures and work quantity based on contract documents. Testing the quantity of materials and equipment which are placed in the field.
- b) Being responsible to the Chief Inspector to control the quantity of work carried out by the contractor.
- c) Carrying out the necessary inspections and surveys on the work and the volume of work carried out by the contractor.
- d) Inspecting the contractor's working drawings based on the plan drawings and inspecting and giving permits for the contractor's work

- e) Supervising and providing the direction in the implementation of work in accordance with procedures based on technical specifications.
- f) Giving instructions to the contractor if the implementation in the field is deemed inappropriate or incorrect and dangerous.
- g) Having right to accept and reject the contractor's work based on technical specifications.

2.4.6 IT and Office Maintenance Position, Task, And Function

Task and function IT and office maintenance are:

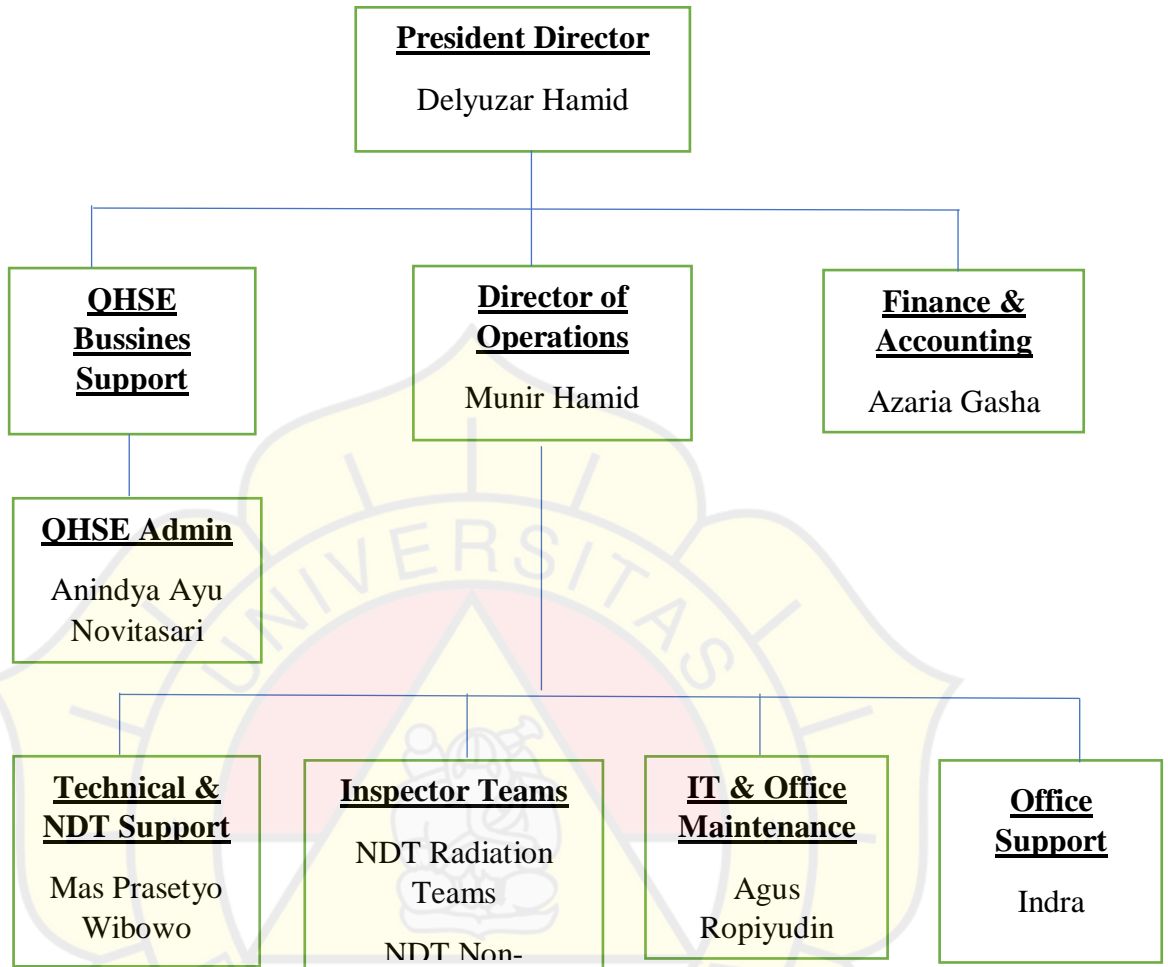
- a) Checking and updating information systems or applications.
- b) Keeping applications and information free from errors.
- c) Being responsible for supporting machines, such as scanners, printers, and others.
- d) Maintaining system security and function, and so on .
- e) Checking all data and its back up.
- f) Ensuring that each computer can communicate properly and it is connected to the network.
- g) repairing and checking the user's computer network error.
- h) Ensuring that any data on the user's computer cannot be retrieved by others without the user's permission.

2.4.7 Office Support Position, Task, And Function

Task and function office support are:

- a) Helping job and activities out of office.
- b) Managing office boy in helping the workers.

2.5 Organization Chart of PT. Bonne Indo Teknik



2.6 Job Positions, Tasks and Functions P2K3

2.6.1 Chairman

Task and function chairman are:

- Leading all P2K3 plenary meetings and appointing members to lead plenary meetings.
- Determining steps and policies to achieve the implementation of P2K3 programs.

- c) Being responsible to the implementation of K3 in the Company to the local Regency/Municipal Manpower and Transmigration Office through the Head of the Company.
- d) Being Responsible to P2K3 programs and their implementation to the Board of Directors.
- e) Supervising and implementing K3 programs in the Company.

2.6.2 Secretary

Task and function secretary are:

- a) Making meeting invitations and report.
- b) Taking care of the administration of P2K3 letters.
- c) Recording data related to K3.
- d) Providing assistance/suggestions needed by sections for the success of OSH programs.
- e) Making a report to the local Manpower and Transmigration Office and other agencies related to conditions and hazards in the workplace.

2.6.3 Member

Task and function member are:

- a) carrying out the programs that have been determined in accordance with their respective sections.
- b) Reporting to the Chairman about the activities that have been carried out.

2.7 Organization Chart of P2K3 PT. Bonne

