

Prepared by : Head of Publication	PENGAJUAN PENGADAAN JURNAL	Date : 01 Maret 2020
Checked by : Director of LPPPM		Revision : 0.0.
Approved by: QA	Doc. No.: sop-pub/ppj/09/ikb/03/2020/00	Page : 01 Of 01

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

Sebagai acuan dalam mengajukan penerbitan buku dan chapter book

2. Ruang Lingkup:

Scope:

Publication Department & terkait

3. Tanggung Jawab:

Responsibilities:

1. Head of Departement : To create the document draft
2. Head of Document Control: To check and approve minor document
3. Director : To check and approve major document

4. Referensi:

Reference:

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5. Definisi:

Definition:

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Approved By

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