

Prepared by : HCRD	Designing Publication Material	Date : 1 March 2020
Checked by : COO		Revision : 00
Approved by: QA & MR	Doc. No.: sop-crd/dpm/01/ikb/03/2020/00	Page : 01 Of 02

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

- To be a guidelines for designing LSPR publication material
- To explain about the design and approval process of LSPR publication

2. Ruang Lingkup:

Scope:

All department

3. Tanggung Jawab:

Responsibilities:

1. Head of Departement : To create the document draft
2. COO : To check and approve minor document
3. QA & MR : To check and approve major document

4. Referensi:

Reference:

LSPR Brand Identity Guidelines

5. Definisi:

Definition:

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Approved By:

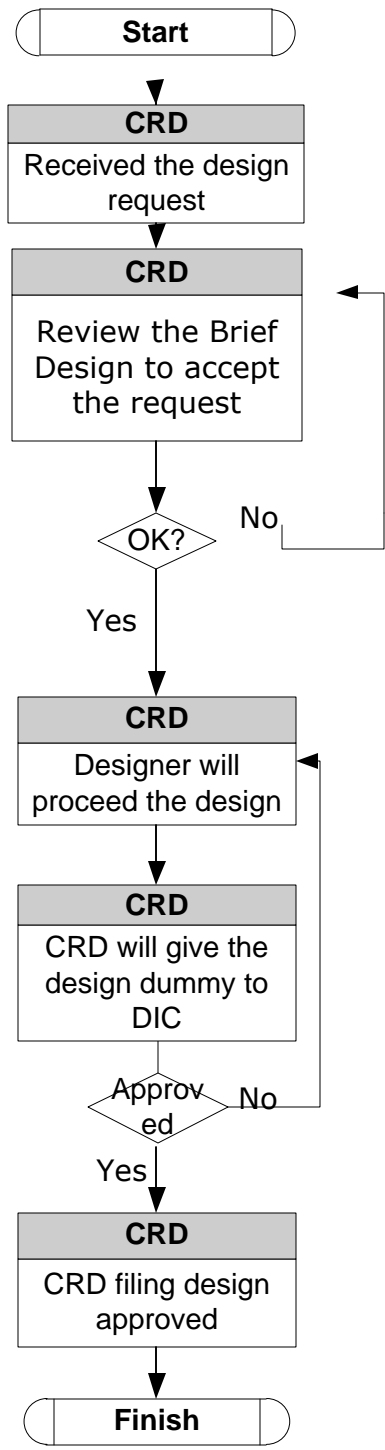
COO

QA/MR

Doc. Control

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STANDARD OPERATING PROCEDURE



Dokumen	Referensi
- Online Requisition Form	CRD received the design request from Department In Charge who has filled the Requisition Form (tinyurl.com/crdlspr) for: Graphic Design and Approval Request: <ul style="list-style-type: none"> - New Design - Revision Design - Approval Design
- Brief Design - Fix/ final wordings - Other materials i. e. pictures, photos, etc	DIC should have brief design concept for designer. The deadline for every design will be decided by designers, considering the current tasks handled by them. To avoid the typing error (wording) and minimize revision, the designers will only receive the fix/ final wording from each department
- Softcopy design - Hardcopy design (dummy)	To avoid English grammatical error, DIC is suggested to ask the assistance from English Division, to check the words before given to designer to be proceed. The design result will be given to the PIC in soft copy and or hard copy (dummy) That has been known by Head of CRD.
- Revision Design	Each Head of Department is responsible for quality control Of the design/ dummy before given to CEO for approval.
- Designing Publication Material Log Book	For minor revisions, no need to fill the Online Requisition Form again. But, for major revisions especially in the design, DIC should fill the Requisition Form for Revision Design Section. The Designing Publication material log book (shared in google drive) Will record all publication materials using LSPR Brand Identity Guidelines.

