

Prepared by : HCRD	Publication	Date : 1 March 2020
Checked by : COO		Revision : 00
Approved by: QA & MR	Doc. No.: sop – crd /pc/06/ikb/03/2020/00	Page : 01 Of 03

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

- To be a guidelines for designing LSPR publication material
- To be a guidelines for distribute LSPR Publication material
- To explain about the proposal, 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 Manual

5. Definisi:

Definition:

-



Approved By:

COO

QA/MR

Doc. Control

