



## DUTY ORDER LETTER

No: SPT-XXX/SCA/OPS/XXX/202X

The undersigned explained that:

Name :  
License Number :  
Position :

Commented [K1]: 1.Nomor SPT, 3 angka automatically

Commented [K2]: 2.Bulan dalam angka romawi (I-XII)

Commented [K3]: 3>Nama Crew

Commented [K4]: 4.License number crew

Commented [K5]: 5.Personnel position

Has assigned for business trip with the following caption:

Location :  
Period : Month, dd-yyyy - Month, dd-yyyy  
Remarks :  
Start flight on :

Commented [K6]: 6.Location, Province, (e.g Timika, Papua: Tarakan, Kalimantan Utara)

Commented [K7]: 7.Start duty date

Commented [K8]: 8.End duty date

Commented [K9]: 9.Enter manually

Commented [K10]: 10.Optional dari Start duty D+1, D+2, D+3

Before and after carrying out this duty to report to President Director. So, the warrant was made to perform this task carefully and with a sense of responsibility.

Issued in : Jakarta  
Date :

Commented [K11]: 11.Current date

Sincerely,

Commented [K12]: 12.Sign and stamp personnel

  
smartaviation  
PT. SMART CACKAWALA AVIATION

Capt. Alan Satria Purnama

Chief Pilot Fixed Wing

Commented [K13]: 13.Dipilih secara manual karena setiap management key personnel dapat menerbitkan duty order letter

Commented [K14]: 14.Menyesuaikan position personnel

### Cc:

1. President Director
2. Director
3. HR & GA Manager
4. Finance, Tax & ACC Manager

Commented [K15]: 15.template



**NOTE :**

Expiring : 1. Certificate (On : dd/mm/yyyy)  
2. Certificate (On : dd/mm/yyyy)

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2. Certificate (On : dd/mm/yyyy)

**Commented [K16]:** 16.personnel certificate

