



DUTY ORDER LETTER

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

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

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

The undersigned explained that:

Name :
License Number :
Position :

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,



Capt. Alan Satria Purnama
Chief Pilot Fixed Wing

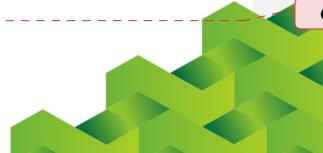
Commented [K12]: 12.Sign and stamp personnel

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)

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

Commented [K16]: 16.personnel certificate

