

STANDAR OPERASIONAL PROSEDUR (SOP)

SOP merupakan pedoman kerja bagi setiap perusahaan dalam menjalankan kegiatan operasionalnya.

Dalam SOP itu biasanya diatur ketentuan-ketentuan umum yang berlaku dalam suatu unit kerja, sedangkan ketentuan khususnya diatur tersendiri dalam bentuk Surat Edaran (SE) dari Direksi perusahaan yang bersangkutan.

Khusus SOP untuk Departemen Teknologi Informasi juga mengatur ketentuan-ketentuan yang berlaku di Departemen Teknologi Informasi tersebut, misalnya ketentuan mengenai :

1. Penggunaan komputer
2. Pengiriman & penerimaan e-mail
3. System Backup
4. Contingency planning
5. Business Continuity Planning
6. Dan lain-lain

Secara garis besar setiap materi dalam SOP terdiri atas :

1. Kebijakan Umum

Kebijakan umum ini biasanya terdiri dari :

- a. Tujuan
- b. Ruang lingkup
- c. Penanggung jawab
- d. Hal-hal yang akan diatur dalam kebijakan yang bersangkutan

2. Prosedur

Prosedur biasanya berisi petunjuk pelaksanaan operasional pekerjaan yang dilakukan.

Biasanya berupa urutan pekerjaan yang harus dilakukan dan lebih baik lagi jika dilengkapi dengan flow of document serta contoh-contoh format lampiran.

STANDARD OPERATING PROCEDURE

Operational Checks

Overview: Each portable survey instrument should be checked for proper operation before it is used. You should check the survey instrument's calibration sticker, battery, speaker, background, and probe before using it to survey.

Check the calibration sticker: You should note the latest date of calibration. If the date of calibration is more than six months, don't use the survey instrument.

Check battery: You should turn the switch on the rate meter to "BATT" or flip the "BATT" switch to "ON." The needle on the meter face should move to a position within or beyond the indicated area on the meter face scale. If the instrument fails this test, you should replace the batteries before using of the instrument.

Check speaker: If there is an audio switch on the rate meter, turn it to "ON." Set the rate meter to a scale of "X1." The rate meter should "click" or "chirp."

If the speaker doesn't function, the survey meter may be used. The surveyor will need to check the reading on the rate meter face frequently.

Check background: Go to an area with an expected low background rate. Note the count rate when the rate meter is switched to the "X1" scale.

The background rate will vary from as little as 10 cpm up to several hundred cpm.

Do not use the survey meter if it doesn't register a background rate.

Check probe: Hold the probe window to the supplied check source. Note the counting rate. Do not use the survey meter if the cpm registered doesn't fall within $\pm 20\%$ of the expected reading for that check source.