

Ref.: \_\_\_\_\_

Bogor, January 2008

**Subject : In-house training proposal**



**Dear Our Valuable Customer,**

Understand that you have interest to conduct in-house training in your company, herewith, **Analitika Mandiri Utama** have the pleasure to provide you with the proposal with full details for your further consideration. Should you interest to join in this training, please fill the registration form and return to us either by fax or email.

Our tutor who has experiences in many industries will give the participants full knowledge, understanding and skills to related subject.

Should this proposal meet with your approval, please complete and return the attached application training form to undersigned, so that training date can be arranged. In the meantime, please feel free to contact our training specialist phone for further clarification.

Very truly yours,



**A. Putra Utama** Analitika Mandiri Utama  
Director

**Analitika Mandiri Utama**  
Phone : 0251-2263.106  
Fax : 0251-8338.616  
E-mail : [putra@analitikamu.com](mailto:putra@analitikamu.com)

## Deliverables

### **Analitika Mandiri Utama** proposes to provide:

- Tutor(s).
- Certificates upon training completion.
- One original training material to be copied for all participants.
- One Copy of the appropriate International Standards upon which the course is based.

### **Organization/institutions** proposes to provide:

- 20 Participants.
- facilities that will adequately and comfortably accommodate the course delegates and training equipments (flip chart/white board, OHP Projector).
- adequate provision for group syndicate activities.
- lunch and refreshment (if applicable).

## General Terms and Conditions

- This proposal is valid for six months from the date of issue.
- The work will be conducted in accordance with our General Conditions of Service.
- Work conducted must be ordered in writing prior to the work commencing. Any modification to the proposal scope or price shall be in writing. The client shall not be entitled to sell, give, or otherwise transfer, any **Analitika Mandiri Utama** work, product or deliverables to any third part without written consent. Intellectual property rights for all materials shall remain the sole property of **Analitika Mandiri Utama** or, in the case of a course developed by a training partner of **Analitika Mandiri Utama**, the partner organisation.
- **Analitika Mandiri Utama** reserves the right to charge full course fees if notice of cancellation is not received in writing **20 days prior** to the start of the course
- **Analitika Mandiri Utama** reserves the right to cancel a course at any time in circumstances beyond our control and without liability. In such circumstances an alternative date will be offered.
- The client accepts that it is their responsibility to ensure the selected course is suitable and appropriate for participants and that they have the necessary level of competence to be able to achieve the course objectives.

## Fee schedule and Term of Payment

**IDR 12.100.000,- (including 10% VAT)** for one topic

### **The above fee with following conditions:**

- Training duration : 2-days programme
- In-house training Venue and Proposed date : **As per client decision**
- Ticket, transportation and accommodation for tutor(s) will be charged at cost for the course run in outside Jabodetabek (Jakarta, Bogor, Depok, Tangerang and Bekasi).
- Any Additional mandays for travel time will be charged for IDR 2.000.000,-/manday
- Additional participants will be charged for IDR 125.000,- /person

Payment should be made by client to **Analitika Mandiri Utama** 50% from total amount on the same date of confirmation or 10 days prior to the course and the settlement should be paid before finish the course to : **Analitika Mandiri Utama, CV. Bank Syariah Mandiri Cabang Bogor. Rupiah A/C No.: 016.021.079.1**

## List of in-house training program :

### FOOD & QUALITY

1. ISO 22000:2005 - Interpretation
2. ISO 22000:2005 - Internal Audit
3. Good Manufacturing Practices for Food Industry
4. ISO 9001:2008 - Interpretation
5. ISO 9001:2008 - Internal Audit

### LABORATORY

1. ISO 17025:2005 - Interpretation
2. ISO 17025:2005 - Documentation
3. ISO 17025:2005 - Internal Audit
4. Chemical Safety in the Laboratory
5. Petugas Pengambil Contoh Produk
6. Kalibrasi Peralatan dan Ketertelusuran Pengukuran
7. Ketidakpastian Pengukuran Metode Pengujian
8. Principles of Good Laboratory Practices (GLP)
9. Validasi Metode Pengujian Kimia
10. Validasi Metode Pengujian Mikrobiologi

### ENVIRONMENTAL, OCCUPATIONAL HEALTH AND SAFETY

1. ISO 14001:2004 - Interpretation
2. ISO 14001:2004 - Internal Audit
3. Creating Efficiency with 5S System
4. Hearing Loss Prevention Program
5. Contractor Safety Management System
6. Hazardous Waste Management
7. OHSAS 18001:2007 - Interpretation
8. OHSAS 18001:2007 - Internal Audit
9. SMK3 (Permenaker no. 05 tahun 1996) - Interpretation
10. SMK3 (Permenaker no. 05 tahun 1996) - Audit Internal
11. Effective Incident Analysis & Reporting
12. Effective Safety Inspection
13. Safety Management for Supervisor
14. Environment, Health and Safety Legal Compliance
15. Emergency Response and Preparedness

### INTEGRATION SYSTEMS

1. QHSE Management System - Advanced
2. QHSE Management System - Internal Audit

### For information concerning this proposal, please contact:

Mrs. **Elisa Listianti** – Finance and Admin. Manager  
Analitika Mandiri Utama  
Mobile : 0818.0290.2376  
Phone : 0251-2263.106  
Fax : 0251-8338.616  
E-mail : [elisa@analitikamu.com](mailto:elisa@analitikamu.com)



## Acceptance of proposal for in-house training program

For training confirmation/registration, please fax this page to 0251-8338.616

**To : Analitika Mandiri Utama – Finance and Admin. Division**

Organization	
Type of industry	
Address	

### Training Contact detail :

Contact Person		E-mail	
Telephone		Facsimile	

### Invoicing training detail :

Contact Person		E-mail	
Telephone		Facsimile	
Invoice Address			
NPWP Number			

Course title		Course Dates	
Venue		LCD/in-focus	

### Approval Signature :

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(print name, sign and company stamp)

Slip transfer



**Training Participants detail :**

No	Name of Participants	Designation	Handphone
1			
2			
3			
4			
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