LAMPIRAN
Empiran 1. Struktur Organisasi

**Organization Structure**

*PT Toyota Motor Manufacturing Indonesia*

- BOD
  - Board of Directors
  - President Director
  - 3 Vice Pres. + 4 Director

- Internal Auditor

- External Affair

- Karawang Plant
  - Manufacturing
    - A & P
      - Assy & Painting
    - P & W
      - Press & Welding
  - QC
    - Quality Control
  - Administration

- Sunter 1 Plant
  - PA
    - Plant Adm. KRW
  - PE
    - Production Engineering

- Sunter II Plant
  - HR
    - Human Resources
  - GA
    - General Affairs
  - EI
    - Export Import
  - Office

- Plant
  - Division
    - Department
      - Section

- F
  - Finance

- QA
  - Quality Assurance

- PEP
  - Production Engineering & Planning

- VPEP

- PPEP
  - Plant Prod. Eng. Planning

- TMCA
  - Tech Materia, Cost & Administration

- PPE
  - Press Production Engineering

- PP
  - Press Planning

- PE
  - Part Engineering

- PEF
  - Press Equipment & Facility

- BFPE
  - Body & Frame Production Engineering

- WPCC
  - Welding Planning & Cost Control

- LPPD
  - Line Prep. & Production Development

- JTE
  - Jig Technical Engineering

- TPE
  - Toso Production Engineering

- APE
  - Assembly Production Engineering

- APP
  - Ass Process Planning

- AEMS
  - Assy Engineering & Mfg. Support

Effective from April 1st, 2010
I. BACKGROUND
The asset was held checks, called Physical Check Asset (PCA). This activity aims to controlling assets. Material that used for PCA activity is worksheet. Worksheet is compare results between SAP data and asset map. Asset map as one of the tools in PCA to control the asset management. There are several problems in asset map, one of them is duplicated asset number as a result from PCA. This case was happened every year (in this study it has limited at 2006-2009) and it is still uncovered. Duplicated number of these assets will have an impact on checking the next PCA, and result in less accurate in asset management.

II. CLARIFY THE PROBLEM

III. BREAK DOWN THE PROBLEM

IV. SET A TARGET
Clear the duplicated asset, non-additional class II asset in GAD area STR II & find out the root cause of problem

V. ROOT CAUSE ANALYSIS

VI. DEVELOP COUNTERMEASURE

VII. ACTIVITY PLAN

VIII. NEXT ACTIVITY
VALIDATING ASSET MAP & FINDING THE ROOT CAUSES DUPLICATION OF ASSET

1. Implementation Control Check Tools and Socialize SOP
2. Finishing data validation
3. Socialize and discuss with coordinator about the possibility problem that can cause the double asset number (based on the SOP)

Ultimate Goal
Supports companies in managing the asset.

Ideal Condition
100% Data PCA Result Have No Duplicate Asset Number

Current Condition
95.56% Data PCA Result Have No Duplicate Asset Number

Problem
1. There are 2017 Double Asset Number in All Areas (STR I, STR II, KRW, KOU)
2. There are no record in order barcode for Tagging and Reprinting Process

Implementation
1. Validation of Data PCA
   - Continuation as of August 03rd 2010
   - KOU: 800 asset number - Number of Asset Number of KOU: 345 (92.5% of asset number)
   - 570 asset number confirmed
   - Total asset number confirmed: 1707 asset number
   - Result from data validation there are several problem occurred:
     1. Double asset number (as a result of less organizing in asset name)
     2. Double number with different coordinator (less coordination)
     3. Double number by result of back process in creating asset number and layout to barcode
     4. Double number in different location, as a result of misoperations in the procedures (SOP)

After implementation of control tools in mid of June 2010:
End of June: 14 of 14 request recorded in paper & file (100%)
From total request recorded 100% & can be tracked

As a temporary measure, 2017 Data PCA Result Double Asset Number will be validated to standardize and ensure one asset number just only to one asset.

Schedule to validate data will be done in July - August 2010 (Attached)

Root Cause 1:
No reference to ordering asset label
No record date in the barcode label, so asset label could be printed & sent twice even more

Root Cause 2:
As a temporary measure, 2017 Data PCA Result Double Asset Number will be validated to standardize and ensure one asset number just only to one asset.

Current Condition: One asset number owned by more than one asset.

Note: In Progress
**ACTION PLAN DOUBLE ASSET NUMBER**

<table>
<thead>
<tr>
<th>No</th>
<th>Activity</th>
<th>PIC</th>
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<tbody>
<tr>
<td>1</td>
<td>Making a compilation of data PCA Result FY 2009 all areas</td>
<td>FD</td>
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<tr>
<td>2</td>
<td>Creating data of Double Number Asset compilation based on the PCA data FY 2009 Result</td>
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<tr>
<td>3</td>
<td>Checking results of compilation (data) with the PCA FY 2009 worksheet</td>
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<tr>
<td>4</td>
<td>Checking the results of the compilation (data) to the Asset user folder (File server)</td>
<td>FD</td>
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<td>5</td>
<td>Perform Asset Numbers Double data sorting based on location and Area Coordinator</td>
<td>FD</td>
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<tr>
<td>6</td>
<td>Collect relevant information about Double Asset Numbers problems</td>
<td>FD</td>
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<tr>
<td>7</td>
<td>Conduct coordination meetings regarding Double Number Asset problems with related division (PAD, FD, GAD)</td>
<td>FD/PAD/GAD</td>
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<tr>
<td>8</td>
<td>Make an Activity Schedule for Double Asset Number Clarification. (Area Coordinator Level)</td>
<td>FD</td>
</tr>
<tr>
<td>9</td>
<td>Socializing detail activities to the related Area Coordinator &amp; User</td>
<td>FD/PAD/GAD</td>
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**GENERAL SCHEDULE**

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<thead>
<tr>
<th>Start Planning</th>
<th>Meeting with related Div</th>
<th>Meeting with related Div</th>
<th>Final</th>
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<td>March 1</td>
<td>May 1</td>
<td>July 1</td>
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<td>1 - 5</td>
<td>6 - 12</td>
<td>13 - 19</td>
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<td>8 - 16</td>
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<td>28 - 30</td>
<td>31 - 1</td>
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**GENBA ACTIVITY**
<table>
<thead>
<tr>
<th>No</th>
<th>Deskripsi Kegiatan</th>
<th>Maret</th>
<th>April</th>
<th>Mei</th>
<th>Juni</th>
<th>Juli</th>
<th>Agustus</th>
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<tbody>
<tr>
<td>1</td>
<td>Mengurus label misssed asset</td>
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<td>Mengurus asset retirement outside area</td>
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<td>Mengurus additional found asset</td>
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<td>4</td>
<td>Mengurus latest good receipt new asset</td>
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<td>Preparation double asset number</td>
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<td>Validasi data double asset number</td>
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<td>Counter check asset map</td>
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<td>GENBA double asset number</td>
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<td>Summarize validating data double asset number</td>
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<td>Briefing dan penjelasan program Internship for University Student (IPUS)</td>
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<td>Pelatihan dalam kelas Toyota Business Practice</td>
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<td>Mempelajari dari Section Head mengenai aktifitas departemen</td>
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<td>Melakukan analisis mengenai kemungkinan terjadi permasalahan</td>
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<td>16</td>
<td>Melakukan klarifikasi, current situation dan ideal situation, serta membuat gambaran gap</td>
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<td>17</td>
<td>Melakukan breakdown problem, memilih problem berdasarkan point of occurrence dan melihat proses untuk menevakun</td>
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<td>Menentukan target dari breakdown problem</td>
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<td>Menyembelih seluruh perlengkapan magang</td>
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<td>22</td>
<td>Melakukan evaluasi hasil magang, memberikan feedback dari p provesi dan HRD</td>
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**March**

- 2 Maret: Jurnal dan penanganan staf Divisi Finance
- 10 Maret: Mempelajari Company Profile
- 11 Maret: Pelatihan dalam kelasa

**April**

- 18 Maret: Mempelajari Business Process Department
- 19 April: Pelatihan dalam kelas Toyota Business Practice

**May**

- 18 Maret: Peralihan dari Section Head mengenai aktifitas departemen

**June**

- 19 April: Pelatihan dalam kelas Toyota Business Practice
- 18 Maret: Mempelajari Business Process Department

**July**

- 19 April: Pelatihan dalam kelas Toyota Business Practice
- 18 Maret: Mempelajari Business Process Department

**August**

- 31 August: Pelatihan dalam kelas Toyota Business Practice
Lampiran 6. Kuisioner Pengujian Sistem

**KUISIONER PENGUJIAN SISTEM**
**RANCANG BANGUN SISTEM INFORMASI MANAJEMEN PENGELOLAAN ASSET RETIREMENT PT TOYOTA MOTOR MANUFACTURING INDONESIA**

1. Penilaian responden terhadap tampilan antarmuka awal sistem informasi
   a. Sangat Bagus
   b. Bagus
   c. Sedang
   d. Tidak Menarik
   e. Sangat Tidak menarik

2. Penilaian responden terhadap kecepatan pengaksesan informasi dalam sistem
   a. Sangat Cepat
   b. Cepat
   c. Sedang
   d. Lambat
   e. Sangat Lambat

3. Penilaian responden terhadap kemudahan dalam penggunaan sistem informasi
   a. Sangat Mudah
   b. Mudah
   c. Sedang
   d. Sulit
   e. Sangat Sulit

4. Penilaian responden akan performansi sistem terhadap kebutuhan pengguna
   a. Sangat Membantu
   b. Membantu
   c. Cukup
   d. Tidak Membantu
   e. Sangat Tidak Membantu

5. Penilaian responden terhadap kelengkapan isi sistem informasi
   a. Sangat Lengkap
   b. Lengkap
   c. Cukup
   d. Kurang
   e. Sangat kurang

6. Penilaian responden terhadap kesesuaian sistem yang dibuat dengan proses bisnis perusahaan
   a. Sangat Sesuai
   b. Sesuai
   c. Cukup
   d. Kurang Sesuai
   e. Sangat Kurang

7. Penilaian terhadap menu-menu dan fitur-fitur yang terdapat pada sistem
   a. Sangat Lengkap
   b. Lengkap
   c. Cukup
   d. Kurang
   e. Sangat Kurang
8. Penggunaan fasilitas output berupa *print out* laporan
   a. Sangat Perlu
   b. Perlu
   c. Tidak Perlu
   d. Sangat Tidak Perlu

9. Peranan sistem dalam pengambilan keputusan manajerial
   a. Sangat Membantu
   b. Membantu
   c. Cukup
   d. Kurang Membantu
   e. Sangat Tidak Membantu

10. Kemungkinan implementasi sistem pada perusahaan
    a. Bisa tanpa adanya modifikasi sistem
    b. Bisa namun dengan modifikasi sistem
    c. Belum bisa