CHECKLIST

- CCTV
- TOWER
- DATA CENTER

CCTV

Checklist Module Guide

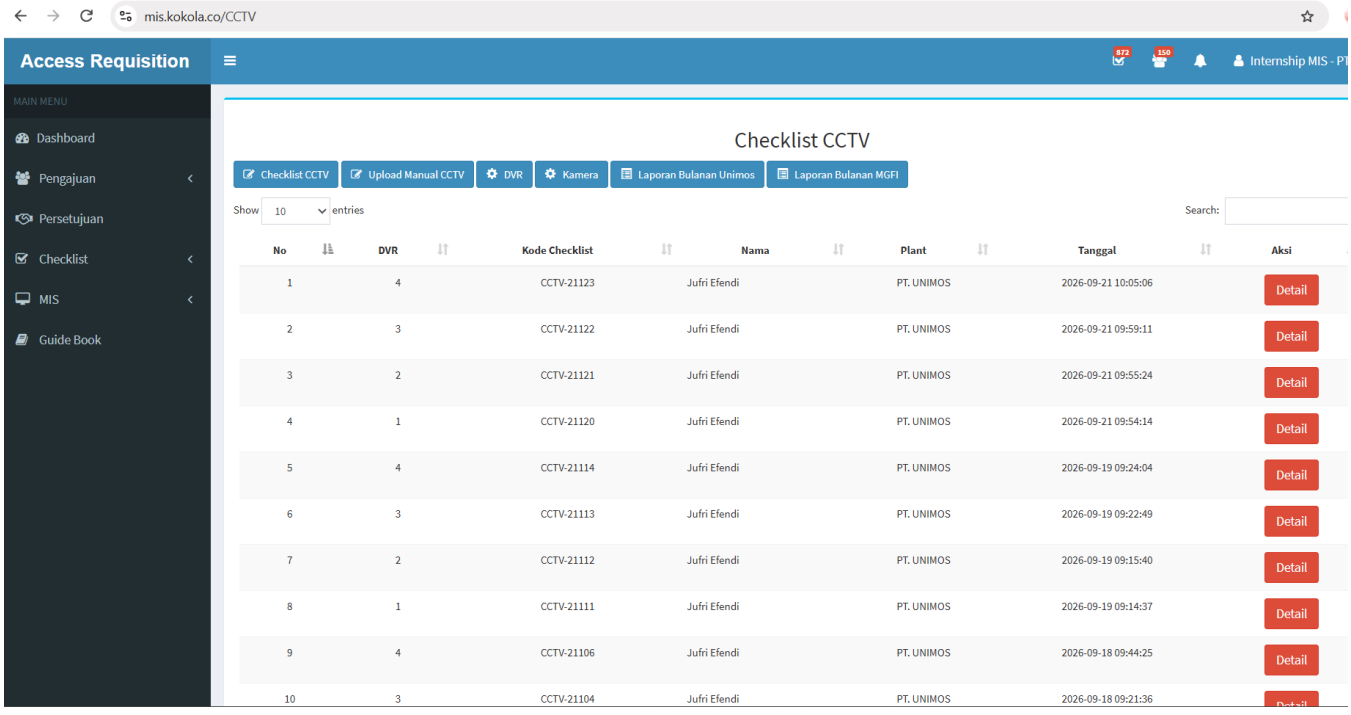
Module Location:

Access Requisition > Checklist > CCTV

The Checklist menu is used to periodically record and monitor the status of CCTV equipment, towers, and data centers through the Access Requisition system. On this page, you can fill out the CCTV checklist, manage DVR and camera data, and view monthly checklist reports by available plant. The Checklist menu contains several submenus: CCTV, Tower, and Data Center

1. ### CCTV Checklist Main Screen

   The CCTV Checklist menu is used to periodically record and monitor the condition of CCTV devices through the Access Requisition system.



   The main page contains several functions used to perform checklists and manage CCTV devices, namely:

Feature	Description

CCTV Checklist	Used to fill out the CCTV condition checklist.
Manual CCTV Upload	Used to access the CCTV data/manual upload function available in the system.
DVR	Used to manage DVR data.
Camera	Used to manage CCTV camera data.
Unimos Monthly Report	Used to view the monthly CCTV checklist report for the PT. UNIMOS plant.
MGFI Monthly Report	Used to view the monthly CCTV checklist report for the PT. MGFI plant.

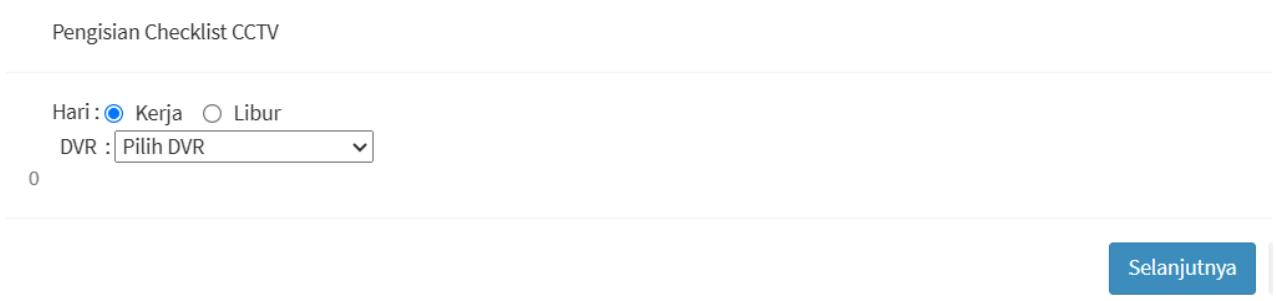
CCTV Checklist Table Description

The CCTV Checklist Table displays the following information:

Coloum	Description
No	Displays the sequential number of the checklist entry.
DVR	Displays the number or ID of the DVR being checked.
Checklist Code	Displays the unique code for the CCTV checklist.
Name	Displays the name of the user who performed the checklist.
Plant	Displays the plant or company where the CCTV device is located.
Date	Displays the date and time the checklist was performed.
Action	Displays the actions that can be taken on the checklist data.
Detail	Used to view the details of the completed CCTV checklist.

1. Filling Out the CCTV Checklist

1. Step 1 – Click “CCTV Checklist”
   On the main page, click the “CCTV Checklist” button. The system will display the CCTV Checklist Form.image.png



2. Step 2 – Select the Day Type

In the “Day” section, select the day type when the checklist is performed. The available options are:

Option	description
Work day	Used when the checklist is performed on a workday.
Holiday	Used when the checklist is completed on a holiday.

3. Step 3 – Select a DVR
   In the DVR field, select the DVR to be inspected. The field will display the DVRs available in the system. Ensure the selected DVR matches the device and location to be inspected.
4. Step 4 - Click Next
   After selecting the day type and DVR, click the Next button to continue filling out the checklist. The form includes the following buttons:

Button	Description
Next	Used to proceed to the next step in filling out the CCTV checklist.
Back	Used to return to the previous step or cancel the process.
X	Used to close the form.

2. DVR Management

The DVR menu is used to add and manage DVR data used in the CCTV Checklist system. To open this page, click the DVR button on the CCTV Checklist page. The system will display the Add DVR form.

- Adding a DVR
  In the Add DVR section, fill in the information for the DVR you want to register.

Field	Description
DVR No	Used to enter the DVR number or ID.
Area	Used to specify the area where the DVR is located.
IP Address	Used to enter the DVR’s IP address.
Port	Used to enter the port used by the DVR.
DVR Username	Used to enter the DVR username.

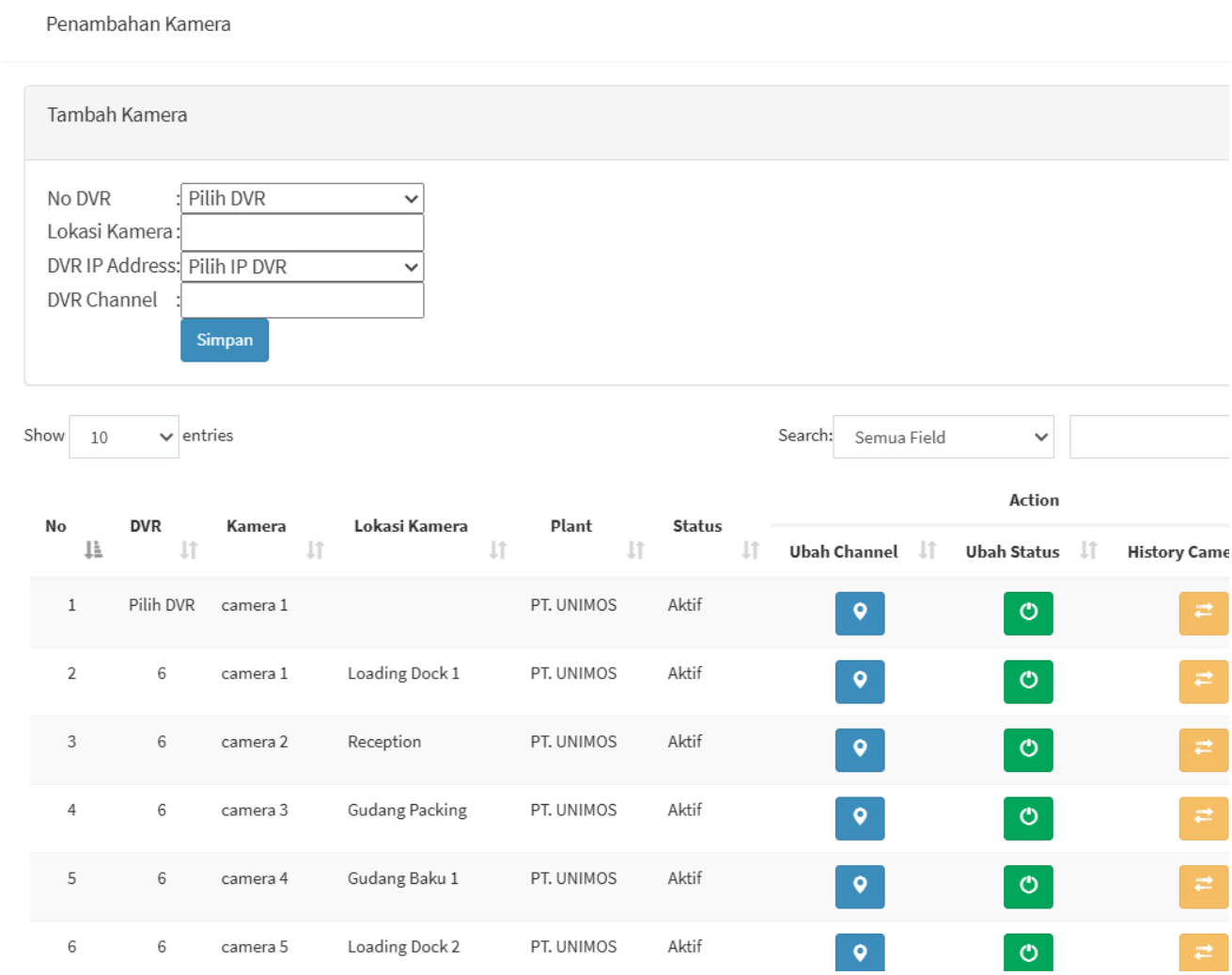
Field	Description
DVR Password	Used to enter the DVR password
DVR ID	Used to enter the DVR ID.
Get DVR ID	Used to retrieve the DVR ID via a system function.
Status	Used to specify whether the DVR status is Active or Inactive.
Save	Used to save the entered DVR data.

- DVR List
  At the bottom of the page is a table listing the DVRs available in the system. The information displayed includes:

Coloum	Description
No	Sequential number of the DVR data.
DVR	Name or identifier of the DVR
Plant	The plant where the DVR is used.
Status	Displays the DVR status, such as Active or Inactive.
Action	Displays the actions that can be performed on the DVR data.
Edit	Used to modify the saved DVR information.

3. Camera Management

The Camera menu is used to add and manage CCTV cameras connected to the DVR. Click the camera button on the CCTV checklist main page. The system will display the camera addition page.



- Adding a Camera
  In the Add Camera section, fill in the following information:

Field	Description
DVR No	Used to select the DVR to which the camera is connected.
Camera Location	Used to enter the camera's installation location.
DVR IP Address	Used to select the IP address of the DVR being used.
DVR Channel	Used to enter the DVR channel used by the camer
Save	Used to save the camera data.

  Used to enter the DVR channel used by the camera.

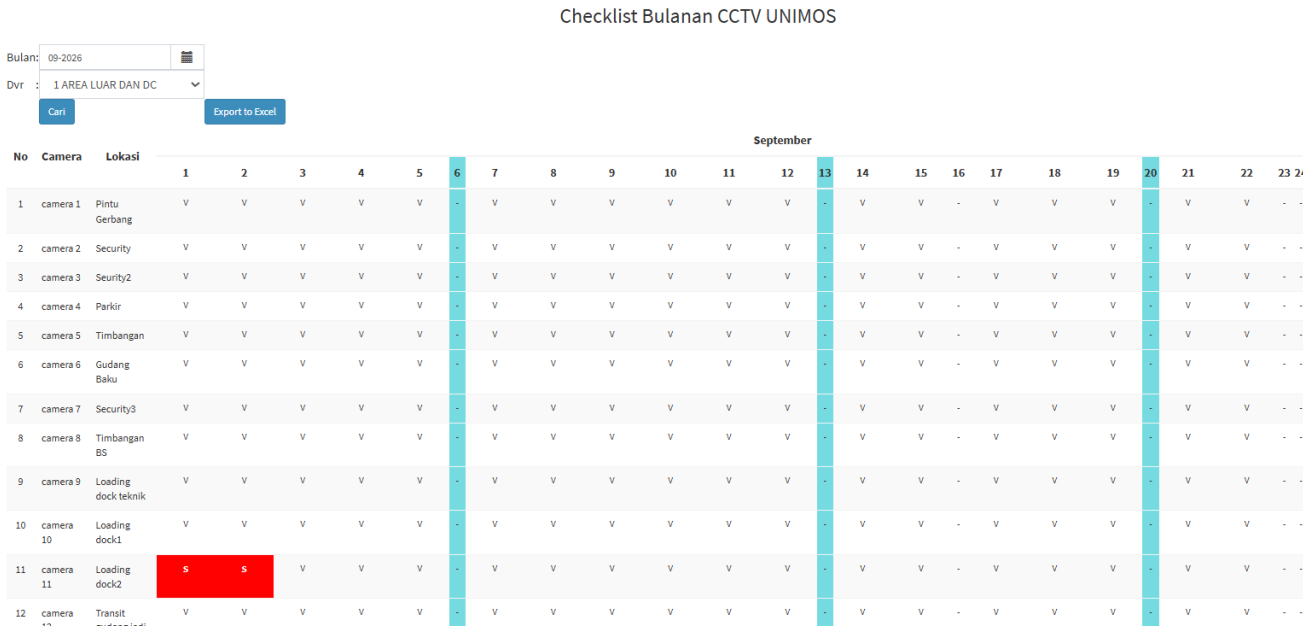
- Camera List
  At the bottom of the page is a list of CCTV cameras that have been registered in the system. The information displayed includes:

Coloum	Description

No	The camera’s serial number.
DVR	The DVR to which the camera is connected.
Camera	Camera name or number.
Camera Location	Displays the camera’s installation location.
Plant	Displays the plant where the camera is used.
Status	Displays the camera’s status.
Action	Displays the actions that can be performed on the camera.

4. Unimos Monthly Report

The Unimos Monthly Report menu is used to view the results of the monthly CCTV checklist at the PT. UNIMOS plant. Click the Unimos Monthly Report button on the CCTV Checklist page. The system will display the Unimos Monthly CCTV Checklist page.



- Viewing the Report
  At the top of the page, there are several options:

Field / Button	Description
Month	Used to select the month for which you want to view the checklist report.
DVR	Used to select the DVR to be included in the report.
Search	Used to display the report based on the selected Month and DVR.

Field / Button	Description
Export to Excel	Used to export the checklist report to an Excel file.

- CCTV Checklist Status
  The monthly report includes several codes to indicate the camera’s status.

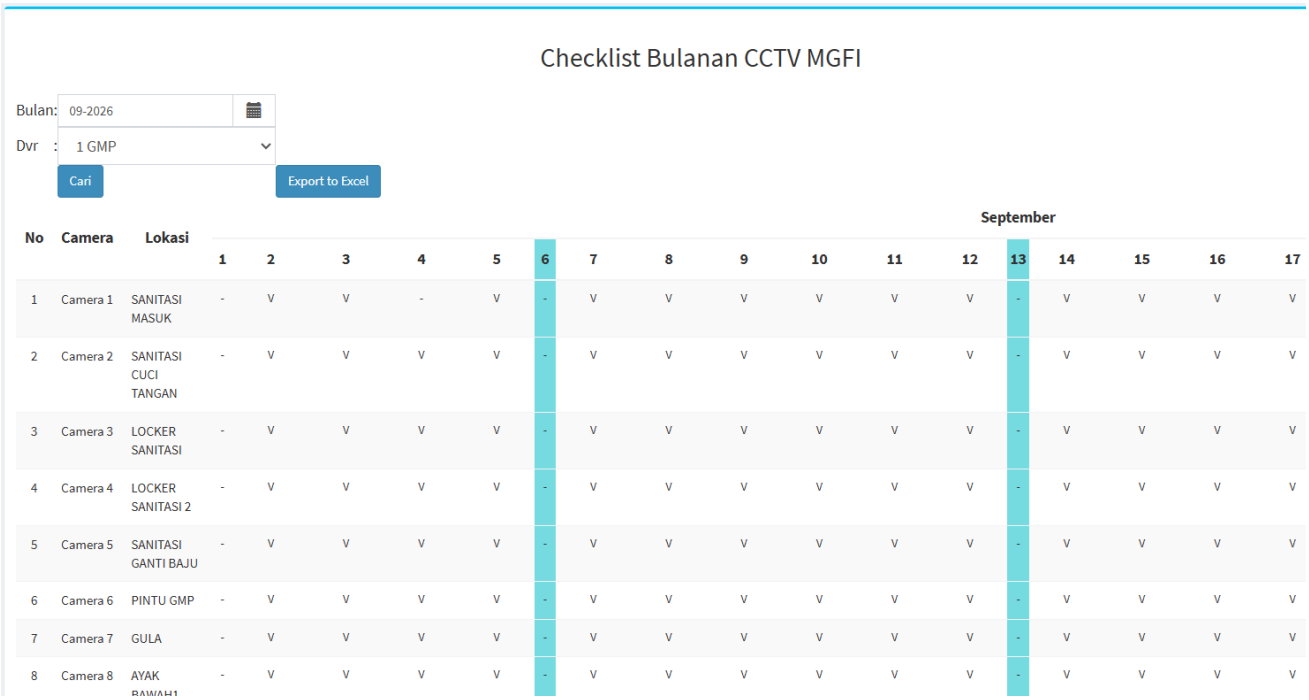
Code	Description
V	Visible: The camera is displaying an image.
S	Signal Lost: The camera has lost its signal.
C	Camera Lost: The camera is not detected or has lost its connection.
N	Not Recorded: Camera footage is unavailable or was not recorded.

  In addition to the camera status codes, the report also includes special markers for:
  1. Sundays
  2. Holidays

  These markers help users distinguish between workdays and Sundays or holidays in the monthly report.

5. ## MGFI Monthly Report

   The MGFI Monthly Report menu is used to view the monthly CCTV checklist report for the PT. MGFI plant. Click the MGFI Monthly Report button. The system will display the MGFI Monthly CCTV Checklist page. This page also includes an Export to Excel button for exporting the report.



Checklist Bulanan CCTV MGFI

Bulan: 09-2026

Dvr : 1 GMP

Cari | Export to Excel

No	Camera	Lokasi	September															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Camera 1	SANITASI MASUK	-	V	V	-	V	-	V	V	V	V	V	V	-	V	V	V	V
2	Camera 2	SANITASI CUCI TANGAN	-	V	V	V	V	-	V	V	V	V	V	V	-	V	V	V	V
3	Camera 3	LOCKER SANITASI	-	V	V	V	V	-	V	V	V	V	V	V	-	V	V	V	V
4	Camera 4	LOCKER SANITASI 2	-	V	V	V	V	-	V	V	V	V	V	V	-	V	V	V	V
5	Camera 5	SANITASI GANTI BAJU	-	V	V	V	V	-	V	V	V	V	V	V	-	V	V	V	V
6	Camera 6	PINTU GMP	-	V	V	V	V	-	V	V	V	V	V	V	-	V	V	V	V
7	Camera 7	GULA	-	V	V	V	V	-	V	V	V	V	V	V	-	V	V	V	V
8	Camera 8	AYAK BAWAH1	-	V	V	V	V	-	V	V	V	V	V	V	-	V	V	V	V

Reading the MGFI Monthly

Report In the report table, the main information displayed includes:

Coloum	Description
No	Camera serial number.
Camera	Displays the camera name or number.
Location	Displays the camera installation location.
Date 1-31	Displays the camera checklist results for each date in the selected month.

Tips & Important Notes

1. Make sure the selected DVR matches the location of the device being inspected.
2. Select “Work” or “Off” depending on the day’s status when the checklist is completed.
3. Ensure that DVR information such as IP Address, Port, Username, Password, and DVR ID is entered according to the device’s configuration.
4. Ensure that the Camera Location and DVR Channel match the actual installation conditions.
5. Use the “Active” or “Inactive” status according to the device’s current status.
6. Use “Camera History” if you need to view the history of camera changes.
7. Use “Monthly Report” to monitor the status of cameras on a day-to-day basis.
8. Pay attention to the codes V, S, C, and N in the report to determine the status of each camera.
9. Use “Export to Excel” if the report needs to be saved or processed further.

10. Use the “Search” and “Show Entries” features to facilitate searching and managing large amounts of data.

TOWER

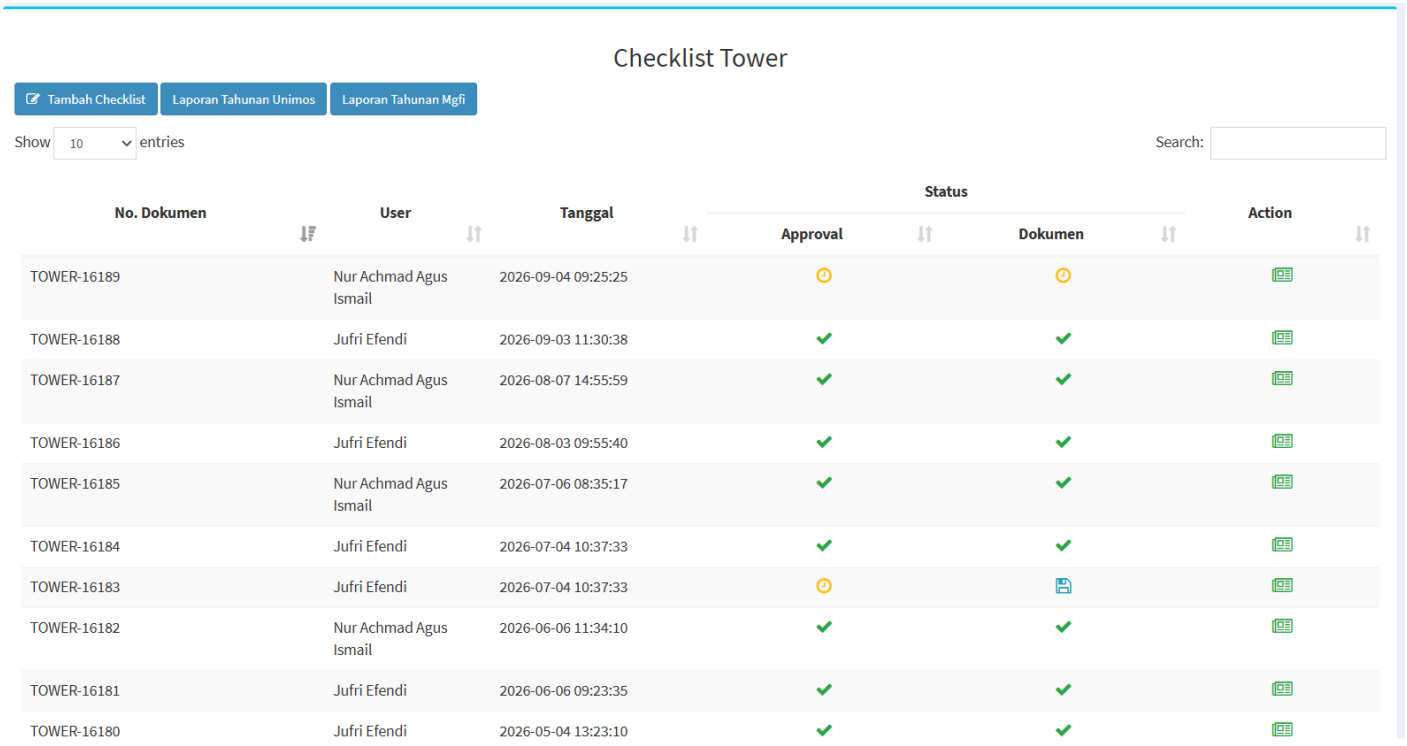
Checklist Module Guide

Module Location:

`Access Requisition` > `Checklist` > `Tower`

- ### Tower Main View

The Tower Checklist menu is used to record and monitor the results of periodic tower condition inspections through the Access Requisition system. This page can be used to perform tower checklists, view a list of checklists that have been created, monitor the status of approvals and documents, and view annual tower preventive maintenance reports based on the UNIMOS or MGFI plant.



The following features are available on this Tower Main Page:

Feature	Description
Add Checklist	Used to create a new tower inspection checklist.

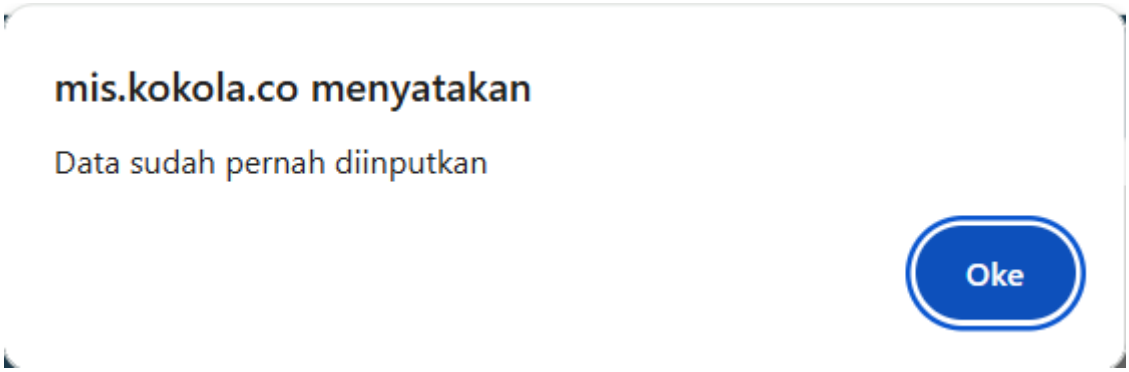
Feature	Description
Unimos Annual Report	Used to view the annual tower preventive maintenance report for the UNIMOS plant.
Mgfi Annual Report	Used to view the annual tower preventive maintenance report for the MGFI plant.
Show Entries	Used to specify the number of records displayed in the table.
Search	Used to search for specific checklist data.

1. Tower Checklist List
   The main page displays a table showing tower checklist data that has been recorded in the system.

Coloum	Description
Dokumen No.	Displays the document number of the tower checklist.
User	Displays the name of the user who performed or created the checklist.
Date	Displays the date and time the checklist was recorded in the system.
Status Approval	Displays the status of the checklist approval process.
Status Dokumen	Displays the status of the checklist document.
Action	Displays the actions that can be taken on the checklist data. Checklist Status

2. Checklist Status
   In the Status column, the system displays the Approval and Document statuses in the form of icons. The interface includes several types of icons, including:
   1. A green checkmark icon, indicating that the related step has been completed or processed (approved).
   2. A yellow/orange icon, indicating that the related step is still in progress (pending).
   3. A blue icon in the Document column indicates that the document is available.

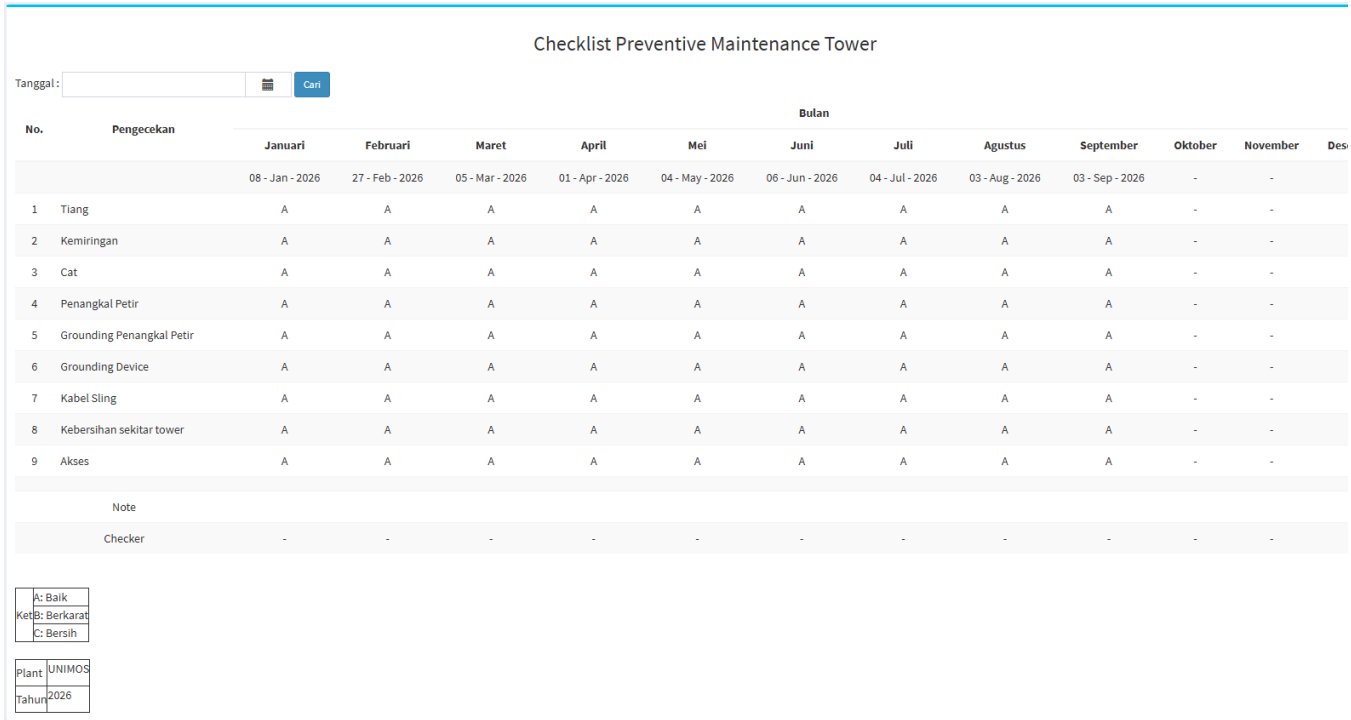
   Since statuses may change as the checklist and approval processes progress, users should review both columns to determine the document’s current status.
3. Add Checklist
   To create a new Tower checklist, click the Add Checklist button on the main page. The system will check the available checklist data. If a checklist for that condition or period has already been created, the system will display a notification:



Click the OK button to close the notification. This notification is designed to prevent users from creating the same checklist more than once.

- ## UNIMOS Annual Report

  To view the tower inspection checklist report for the UNIMOS plant, click the “UNIMOS Annual Report” button. The report displays the results of tower inspections over the course of one year, organized by month from January through December. The system will display the following page:



Checklist Preventive Maintenance Tower

Tanggal : Cari

No.	Pengecekan	Bulan											
		Januari	Februari	Maret	April	Mei	Juni	Juli	Agustus	September	Oktober	November	Des
		08 - Jan - 2026	27 - Feb - 2026	05 - Mar - 2026	01 - Apr - 2026	04 - May - 2026	06 - Jun - 2026	04 - Jul - 2026	03 - Aug - 2026	03 - Sep - 2026	-	-	
1	Tiang	A	A	A	A	A	A	A	A	A	-	-	
2	Kemiringan	A	A	A	A	A	A	A	A	A	-	-	
3	Cat	A	A	A	A	A	A	A	A	A	-	-	
4	Penangkal Petir	A	A	A	A	A	A	A	A	A	-	-	
5	Grounding Penangkal Petir	A	A	A	A	A	A	A	A	A	-	-	
6	Grounding Device	A	A	A	A	A	A	A	A	A	-	-	
7	Kabel Sling	A	A	A	A	A	A	A	A	A	-	-	
8	Kebersihan sekitar tower	A	A	A	A	A	A	A	A	A	-	-	
9	Akses	A	A	A	A	A	A	A	A	A	-	-	
	Note												
	Checker	-	-	-	-	-	-	-	-	-	-	-	

Ket	A: Baik B: Berkarat C: Bersih

Plant	UNIMOS
Tahun	2026

  - Tower Inspection Data
    The annual report displays several parts of the tower that are inspected periodically, including:

No.	Inspection	Description
1	**Pole**	Displays the results of the inspection of the tower pole’s condition.
2	**Tilt**	Displays the results of the inspection of the tower’s condition or tilt.

No.	Inspection	Description
3	**Paint**	Displays the results of the inspection of the tower’s paint condition.
4	**Lightning Rod**	Displays the results of the inspection of the lightning rod.
5	**Lightning Rod Grounding**	Displays the results of the grounding inspection for the lightning rod.
6	**Grounding Device**	Displays the results of the grounding device inspection.
7	**Sling Cable**	Displays the results of the sling cable condition inspection.
8	**Cleanliness Around the Tower**	Displays the results of the cleanliness inspection of the area around the tower.
9	**Access**	Displays the results of the inspection of access to or around the tower.

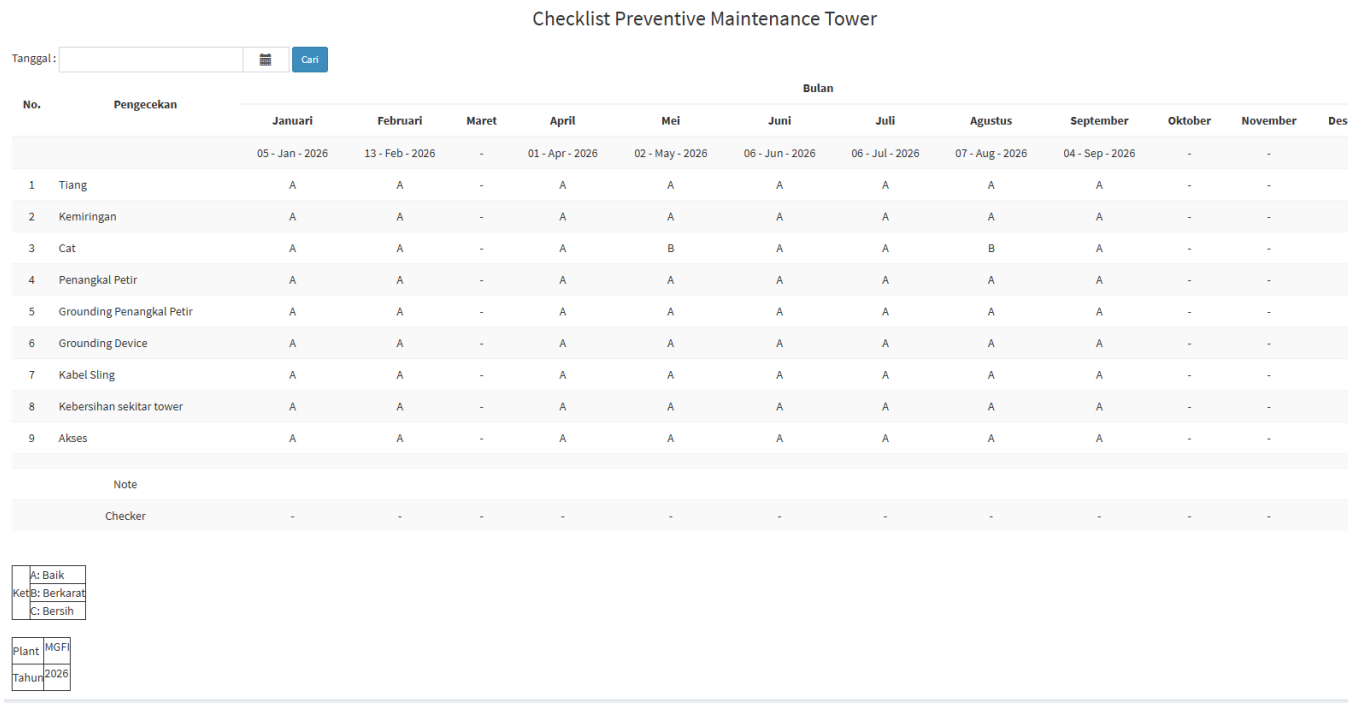
Each inspection result is displayed by month so that users can monitor changes in the tower’s condition over the course of a year. The date the checklist was completed can also be displayed at the top of each month.

- Checklist Results Description
  At the bottom of the report, there is an explanation for interpreting the inspection results. These codes are used in the table to indicate the inspection results for each part of the tower for the relevant month.

Code	Description
A	Good
B	Rusted
C	Clean

- ## MGFI Annual Report

The system will display the Tower Preventive Maintenance Checklist page for the MGFI plant. The structure of the MGFI report is essentially the same as that of the UNIMOS report. The structure of the MGFI report is essentially the same as that of the UNIMOS report. Data is displayed by month from January through December. The system will display:



Checklist Preventive Maintenance Tower

Tanggal : Cari

No.	Pengecekan	Bulan											Des
		Januari	Februari	Maret	April	Mei	Juni	Juli	Agustus	September	Oktober	November	
		05 - Jan - 2026	13 - Feb - 2026	-	01 - Apr - 2026	02 - May - 2026	06 - Jun - 2026	06 - Jul - 2026	07 - Aug - 2026	04 - Sep - 2026	-	-	
1	Tiang	A	A	-	A	A	A	A	A	A	-	-	
2	Kemiringan	A	A	-	A	A	A	A	A	A	-	-	
3	Cat	A	A	-	A	B	A	A	B	A	-	-	
4	Penangkal Petir	A	A	-	A	A	A	A	A	A	-	-	
5	Grounding Penangkal Petir	A	A	-	A	A	A	A	A	A	-	-	
6	Grounding Device	A	A	-	A	A	A	A	A	A	-	-	
7	Kabel Sling	A	A	-	A	A	A	A	A	A	-	-	
8	Kebersihan sekitar tower	A	A	-	A	A	A	A	A	A	-	-	
9	Akses	A	A	-	A	A	A	A	A	A	-	-	
	Note												
	Checker	-	-	-	-	-	-	-	-	-	-	-	

Ket	A: Baik
	B: Berkarat
	C: Bersih

Plant	MGFI
Tahun	2026

Differences Between UNIMOS and MGFI Reports

The main difference lies in the plant that serves as the data source.

Report	Plant
UNIMOS Annual Report	UNIMOS
MGFI Annual Report	MGFI

Viewing Tower Condition History

Annual reports can be used to compare the condition of tower components from month to month. For example, in the MGFI report, the condition of a particular part may show different results in a given month. Users can view these changes directly in the component row and the corresponding month column. If a month does not yet have a checklist result, the table will display a “-” symbol. With this view, tower condition can be monitored periodically throughout the year.

- ## Tips & Important Notes

  - Use “Add Checklist” to create a new tower inspection record.
  - If the message “Data has already been entered” appears, it means the relevant checklist data is already available in the system, so there is no need to create the same data again.
  - Check the Document No. to ensure the checklist you open matches the required data.
  - Check the Approval Status and Document Status to track the progress of the checklist process.
  - Use “Search” to find specific checklist data more quickly.

- Use “Show Entries” to adjust the number of records displayed.
- Use the Unimos Annual Report or the Mgfi Annual Report depending on the plant you wish to inspect.
- Note the checklist dates for each month when reviewing the annual report.
- Use the inspection result codes according to the descriptions provided in the report.
- A “-” indicates that no checklist values or information are displayed for that period.
- Make sure the Plant and Year at the bottom of the report are correct before using the report data.

DATA CENTER

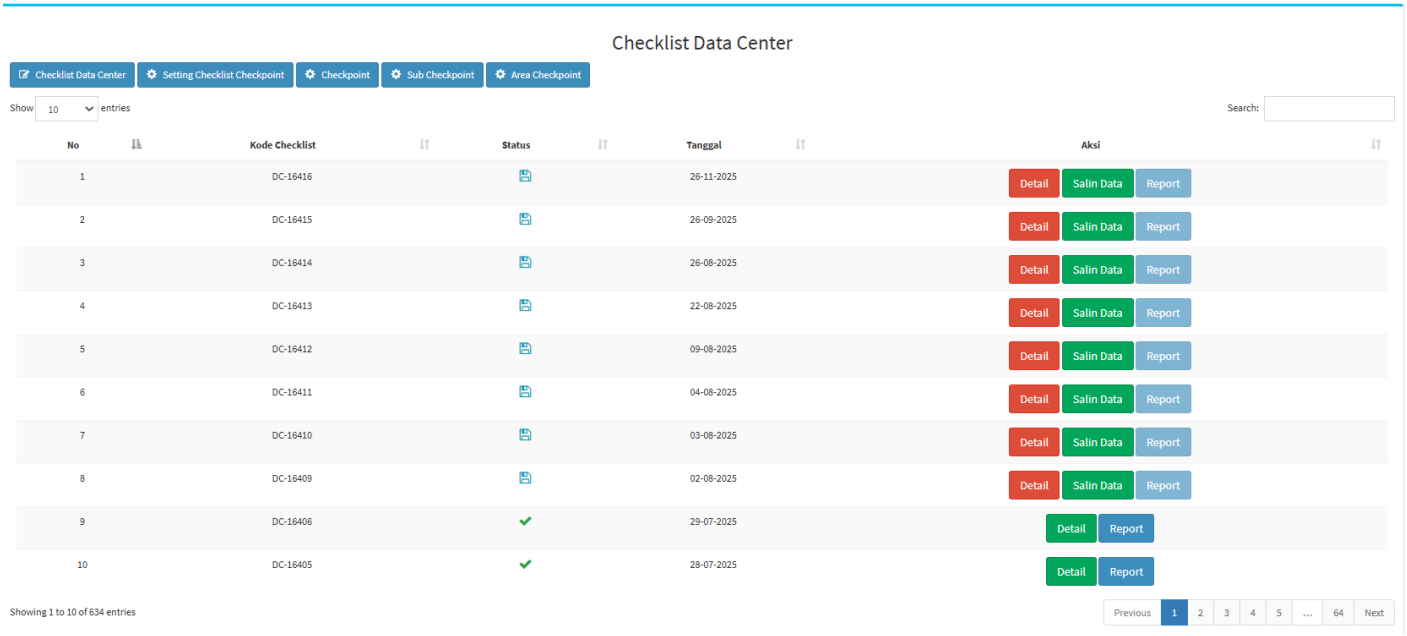
Checklist Module Guide

Module Location:

`Access Requisition` > `Checklist` > `Data Center`

- ### Data Center Checklist Main View

The Data Center Checklist menu is used to record and monitor the results of periodic inspections of the data center’s condition through the Access Requisition system. In addition to performing checklists, this page provides settings for inspection components-such as Checkpoints, Sub-Checkpoints, and Checkpoint Areas-as well as configurations for the relationships between checkpoints. Users can also view checklist details, copy checklist data, and generate reports from saved data.



Data Center Checklist List

The main page features a table displaying the Data Center checklists that have been recorded in the system.

Table Description

Coloum	Description
No	Displays the sequential number of the data.
Checklist Code	Displays the identification code for the Data Center checklist.
Status	Displays the checklist status as an icon. 1. A document icon indicates that the data center has not yet been checked. 2. A green checklist icon indicates that the data center has been checked.
Date	Displays the date the checklist was created or executed.
Action	Displays the actions that can be taken on the checklist.

At the top of the page, there are also several key features:

Feature	Description
Data Center Checklist	Used to create or run a Data Center checklist.
Checklist Checkpoint Setting	Used to configure the relationships between Checkpoints, Sub-Checkpoints, and Checkpoint Areas used in the checklist.
Checkpoint	Used to add and manage master Checkpoints.
Sub Checkpoint	Used to add and manage Sub-Checkpoints for each Checkpoint.
Area Checkpoint	Used to add and manage areas used in a Checkpoint.
Show Entries	Used to specify the number of records displayed in the table.
Search	Used to search for specific checklist data.

- ## Data Center Checklist List

  On this page, you can create a new Data Center checklist by clicking the “Data Center Checklist” button. The system will display the Data Center Checklist form. On the initial screen, you’ll see the “Add Checkpoint” section with a date field.

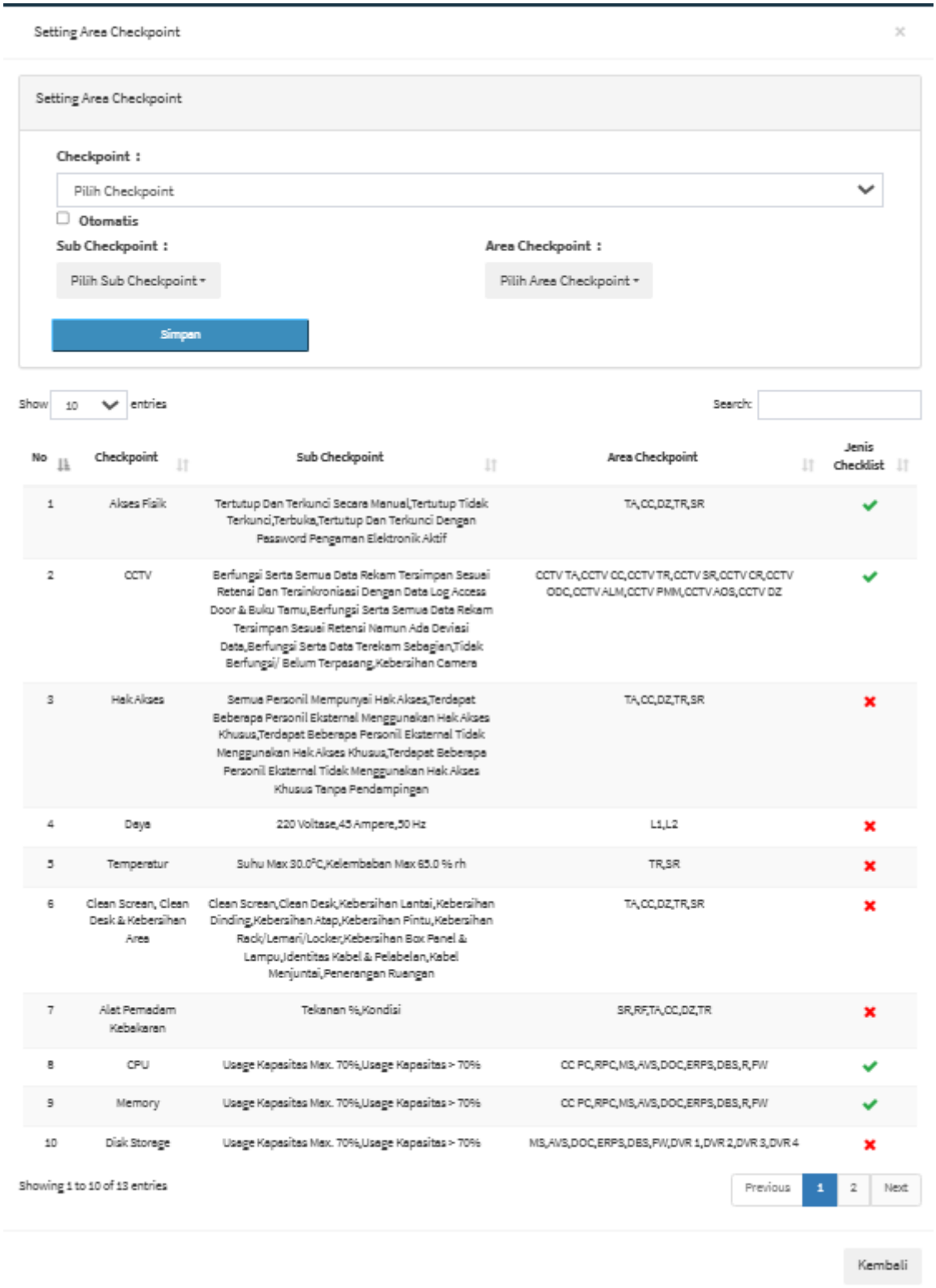


- Step 1 – Set the date
  Fill in the Date field with the date the Data Center checklist will be performed. Make sure the selected date matches the time of the inspection.
- Step 2 - Click Save
  After the date has been set, click the Save button.

Field / button	Description
Date	Used to set the date for the Data Center checklist.
Save	Used to save or continue creating the checklist based on the selected date.
X	Used to close the form.

Data Center Checklist Settings

The Checkpoint Settings menu is used to configure the items to be used in the Data Center checklist.



This section contains the following fields:

Field	Description
Checkpoint	Used to specify the Checkpoint to be configured.
Automatic	Used to enable automatic configuration when needed.
Sub Checkpoint	Used to select the Sub-Checkpoint associated with the Checkpoint.

Field	Description
Area Checkpoint	Used to select the Checkpoint Area related to the inspection.
Save	Used to save the configuration.

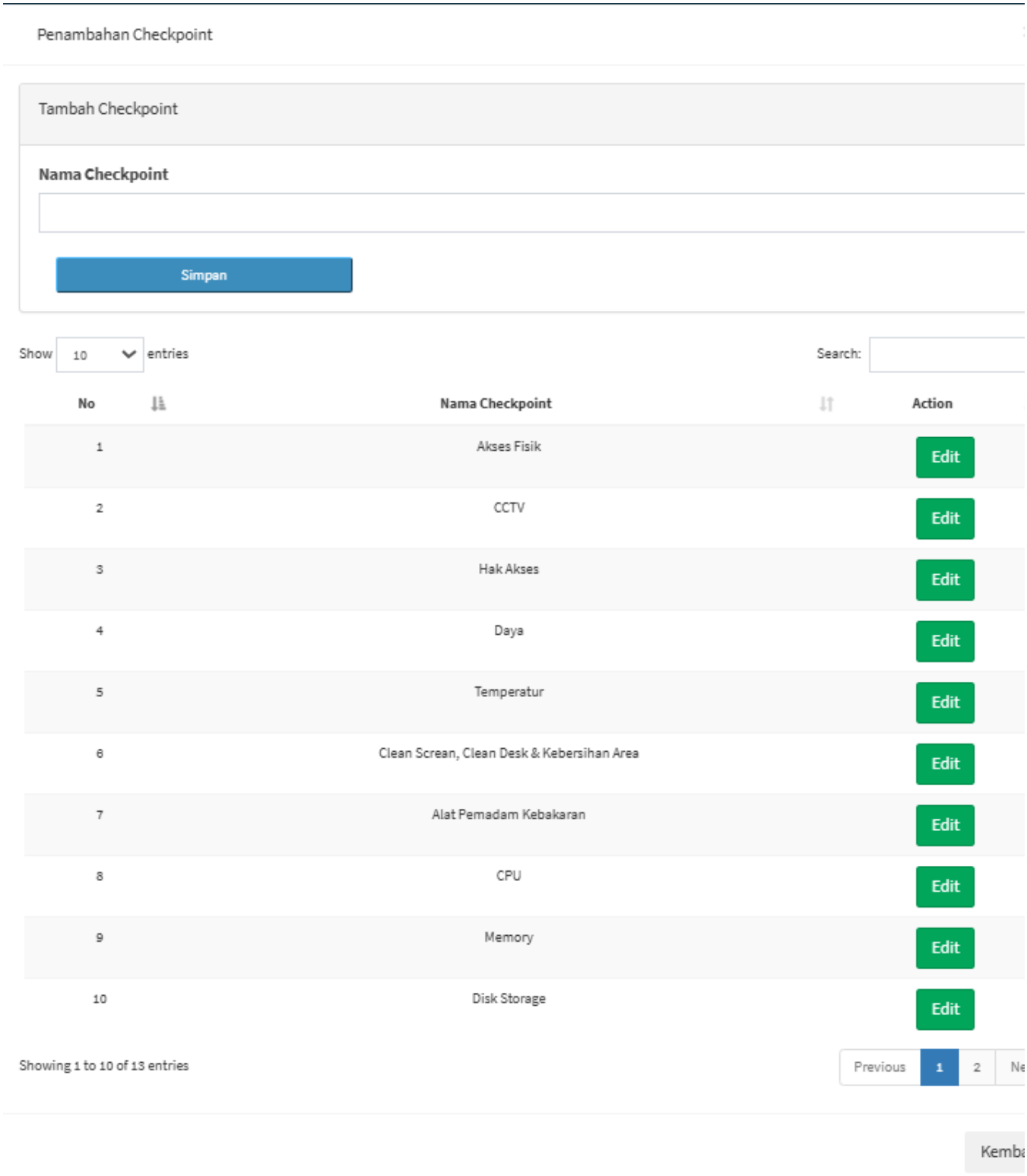
At the bottom of the page is a table of the configurations that have been created.

Coloum	Description
No	Sequence number of the configuration.
Checkpoint	Displays the Checkpoint being used.
Sub Checkpoint	Displays the related Sub-Checkpoints.
Area Checkpoint	Displays the areas used in the inspection.
Checklist Type	Displays the conditions or types of checklist configurations in the form of indicators.

Examples of Checkpoints visible in the system include: Physical Access, CCTV, Access Rights, Power, Temperature, Clean Screen/Clean Desk & Area Cleanliness, Fire Extinguishers, CPU, Memory, and Disk Storage.

- ## Checkpoint

  The Checkpoint menu is used to create and manage the main categories of inspections used in the Data Center Checklist process. Checkpoints serve as the foundation or main groups of inspection items. Each Checkpoint can have several Sub-Checkpoints as detailed inspection items and can be applied to one or more Checkpoint Areas.



Adding a Checkpoint Area

This page contains a form for adding a new Checkpoint and a table displaying existing Checkpoin

Field	Description
Checkpoint	Used to select the Checkpoint to which a Checkpoint Area will be assigned.
Add Existing	Used if you want to use existing area data.

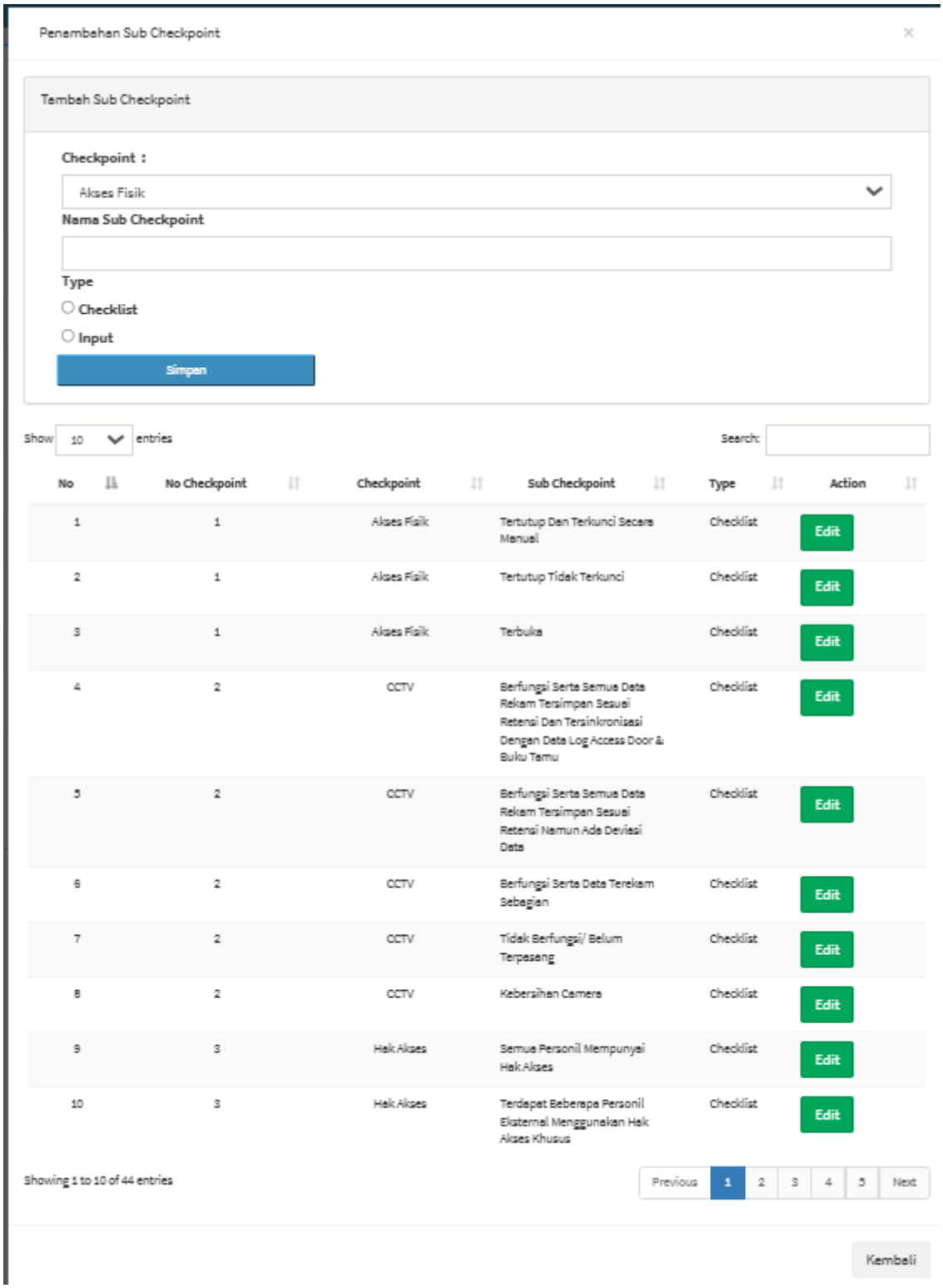
Field	Description
Checkpoint Area Name	Used to enter the name or code of the inspection area.
Save	Used to save the Checkpoint Area.

Field Descriptions

Field / Button	Keterangan
Checkpoint Name	Used to enter the name of the main Data Center inspection category.
Save	Used to save the new Checkpoint to the system.
Back	Used to return to the previous page.

- ## Sub Checkpoint

The Sub-Checkpoint menu is used to create and manage the inspection details of a checkpoint in the Data Center Checklist. If a checkpoint is the main inspection category, then a sub-checkpoint is a more specific point or condition inspected within that category.



Adding a Sub-Checkpoint

On this page, you can create a new sub-checkpoint by filling in the following information:

Field	Description
Checkpoint	Used to specify the parent Checkpoint of the Sub-Checkpoint.
Sub Checkpoint Name	Used to enter the name or description of the inspection.

Field	Description
Type – Checklist	Used if the Sub-Checkpoint consists of a list of conditions.
Type – Input	Used if the Sub-Checkpoint requires data input from the user.
Save	Used to save the Sub-Checkpoint.

Example of Sub-Checkpoints

For example, under the Physical Access Checkpoint, there are Sub-Checkpoints such as:

- Closed and manually locked.
- Closed but not locked.
- Open.

Meanwhile, under the CCTV Checkpoint, Sub-Checkpoints may include conditions regarding camera functionality, data retention, time synchronization, or camera cleanliness. With this structure, a single Checkpoint can have multiple inspection items.

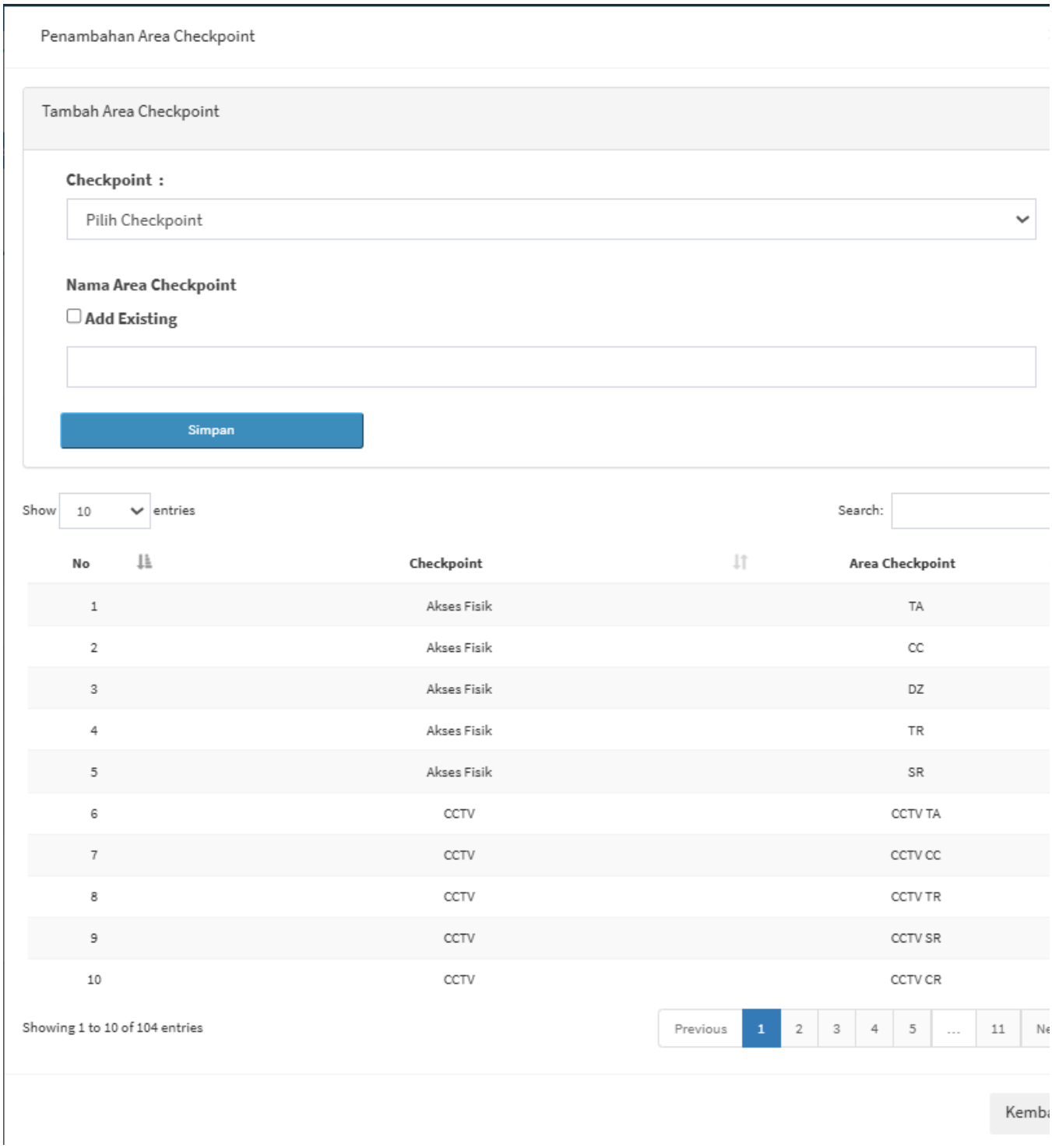
List of Sub-Checkpoints

The table contains the following information:

Coloum	Description
No	Data sequence number.
Checkpoint No	Displays the checkpoint number or ID.
Checkpoint	Displays the parent checkpoint.
Sub Checkpoint	Displays inspection details.
Type	Displays the sub-checkpoint type, such as Checklist or Input.
Action	Displays the action taken on the data.
Edit	Used to modify sub-checkpoint data.

- ## Area Checkpoint

The Checkpoint Area menu is used to specify the area or location associated with a checkpoint. The system will display the page for adding a checkpoint area.



Adding a Sub-Checkpoint

To create a new sub-checkpoint, fill in the following information:

Field	Description
Checkpoint	Used to specify the parent checkpoint of the sub-checkpoint.
Sub Checkpoint Name	Used to enter the name or description of the inspection.
Type – Checklist	Used if the Sub-Checkpoint consists of a list of conditions or a checklist.

Field	Description
Type – Input	Used if the Sub-Checkpoint requires data input from the user.
Save	Used to save the Sub-Checkpoint.

Examples of Sub-Checkpoints
For example, the Physical Access Checkpoint includes sub-checkpoints such as:

- Closed and manually locked.
- Closed but unlocked.
- Open.

Meanwhile, in the CCTV Checkpoint, sub-checkpoints may include conditions related to camera functionality, data retention, time synchronization, and camera cleanliness.
With this structure, a single checkpoint can have multiple inspection items. Relationship Between Checkpoints, Sub-Checkpoints, and Checkpoint Areas. In the Data Center Checklist, these three components have interrelated functions

Component	Function
Checkpoint	Defines the main category being inspected.
Sub-Checkpoint	Defines the details or inspection items of a Checkpoint.
Area Checkpoint	Defines the location or area where the inspection is conducted.
Checkpoint Setting Checklist	Links Checkpoints, Sub-Checkpoints, and Checkpoint Areas so they can be used in the checklist.

Tips & Important Notes

- Make sure checkpoints are created according to the required inspection categories.
- Use sub-checkpoints to describe inspection items in greater detail.
- Select the Checklist or Input type based on the required data format.
- Ensure that the Checkpoint Area matches the inspection location.
- Use the Checklist Checkpoint Settings to link Checkpoints, Sub-Checkpoints, and Checkpoint Areas before using them in a checklist.
- Double-check the date before saving the Data Center Checklist.
- Use Details to view saved checklist data.
- Use Copy Data only for checklists that contain data you wish to reuse.
- Use Report to open checklist reports.
- Use Search to find data more quickly.
- Use Edit to update Checkpoint or Sub-Checkpoint masters as needed.
- Avoid creating masters with the same name if that data already exists in the system.