



### SELAMAT DAN SUKSES BAGI PARA PEMENANG LOMBA KEBERSIHAN DAN KEARSIPAN STIE PERBANAS SURABAYA 2012



#### **PEDOMAN MUTU STIE PERBANAS SURABAYA pasal 16.4 Tentang Pengendalian Lingkungan Kerja**

1. Pengendalian lingkungan kerja dimaksudkan untuk mendukung komitmen mutu dan kepuasan pelanggan dan untuk mencapai kesesuaian terhadap persyaratan output penyelenggaraan pendidikan yang dilaksanakan.
2. Pengendalian lingkungan kerja dimaksudkan agar lingkungan kerja dijaga dan senantiasa dalam keadaan bersih, rapi, aman, dan nyaman.
3. Karyawan dan Pimpinan berkewajiban mengupayakan agar lingkungan kerjanya terkendali.
4. Pimpinan mewajibkan semua karyawan menjalankan tata graha 5R (Ringkas, Rapi, Resik, Rawat, dan Rajin).
5. Setiap pimpinan unit bertanggungjawab untuk memastikan bahwa seluruh karyawan di unit kerjanya memahami dan menjalankan 5R.

*"In order to achieve high levels of quality, safety, and productivity, workers must have a conducive working environment."*

*"5-S creates a visually traceable workplace that is self-explaining, self-ordering, and self-improving."*

#### **Semangat 5-R/5-S : Belajar dari kesuksesan Jepang**

Bahasa Indonesia	Bahasa Jepang	Bahasa Inggris	Bahasa Melayu	Meaning	Makna
Ringkas	Seiri	Sort	Sisih	Organization : Throw Away Rubbishes	Membuang barang-barang yang tidak diperlukan
Rapi	Seiton	Set in Order	Susun	Neatness : 30 Second Renewal Of A Document	Mengatur arsip / barang agar mudah ditemukan
Resik	Seisho	Shine	Sapu	Cleaning : Individual Cleaning Responsibility	Kesadaran menjaga kebersihan
Rawat	Seiketsu	Standardize	Seragam	Standardize : Transparency Of Storage	Mengembangkan sistem, prosedur praktik tata graha
Rajin	Shiketsu	Sustain	Senantiasa Amalkan	Discipline : Do 5-S Daily	Membiasakan 5-S dalam kehidupan sehari-hari

#### **TIM :**

**PENGARAH**  
LINDA PURNAMASARI

**KOORD.**  
BAGUS SUMINAR

**TIM REDAKSI**  
SANTI WIDHIYANTI  
CHAIRIL DJAKA K.

Usulan & Saran Bapak/Ibu/Saudara sangat kami harapkan. Silahkan hubungi Tim Redaksi di Ruang UPM No ext .113

**HIMBAUAN :**  
Simpanlah newsletter ini untuk referensi di masa datang

# Newsletter Title

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## Inside Story Headline



Caption describing picture or graphic.

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also

be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

"TO CATCH THE READER'S ATTENTION, PLACE AN INTERESTING SENTENCE OR QUOTE FROM THE STORY HERE."

## Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You

can also profile new employees or top customers or vendors.

## Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting im-

ages that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the

article. Be sure to place the caption of the image near the image.



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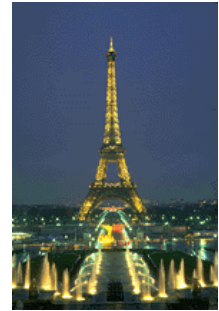
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Caption describing picture or graphic.

Your business tag line here.

BUSINESS NAME

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4  
Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail:  
someone@example.com

*This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.*

*It would also be useful to include a contact name for readers who want more information about the organization.*

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**We're on the  
Web!  
example.com**

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## Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

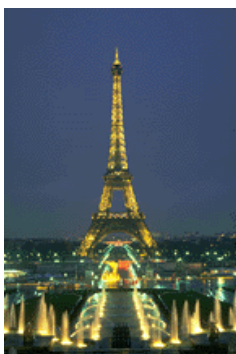
A listing of names and titles of managers in your organization is a good way to

give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.