



**KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN UDARA
KANTOR UNIT PENYELENGGARA BANDAR UDARA KELAS III OESMAN SADIK**

Jalan Raya Labuha-Babang,
Kec. Bacan, Kab. Halmahera Selatan,
Prov. Maluku Utara. Kode Pos 97791

Telepon : 0927 – 2321438

Email : bandara_oesmansadik@kemenhub.go.id

Nomor : IP.106/914/IX/UPBU.LAH/2025
Klasifikasi : Penting
Lampiran : 1 (satu) berkas
Perihal : Penyampaian Pemutakhiran Informasi
Publik di Lingkungan Kantor UPBU
Kelas III Oesman Sadik

Labuha, 25 September 2025

**Yth. PPID Pelaksana
Direktorat Jenderal Perhubungan Udara**

Mendasari Keputusan Direktur Jenderal Perhubungan Udara Nomor PR 8 Tahun 2023 tentang Tata Cara Pengelolaan Publikasi Informasi di Lingkungan Direktorat Jenderal Perhubungan Udara, bersama ini dengan hormat disampaikan bahwa Kantor UPBU Kelas III Oesman Sadik selaku PPID Pelaksana UPT telah menyusun Daftar Informasi Publik (DIP) dan Daftar Informasi Dikecualikan (DIK) Tahun 2025.

Sebagai bagian dari badan publik, Kantor UPBU Kelas III Oesman Sadik selaku PPID Pelaksana UPT wajib menyediakan informasi secara transparan, cepat dan tepat waktu untuk menjamin hak-hak masyarakat dalam memperoleh informasi publik. Sehingga dalam rangka pelaksanaan tanggung jawab tersebut, PPID Pelaksana UPT bertugas untuk mendata informasi publik yang dikuasai, serta menyampaikan alasan tertulis terhadap pengecualikan informasi publik secara jelas dan tegas dalam hal permohonan informasi yang ditolak.

Sehubungan dengan hal tersebut di atas, terlampir dengan hormat disampaikan Daftar Informasi Publik (DIP) dan Daftar Informasi Dikecualikan (DIK) Kantor UPBU Kelas III Oesman Sadik Tahun 2025.

Demikian disampaikan, atas perhatian dan berkenaan diucapkan terima kasih.

Kepala Kantor

MUHAMMAD HARIDDIN
NIP. 19790113 200003 1 001



Lampiran Surat Kepala Kantor UPBU
Kelas III Oesman Sadik
Nomor : IP.106/914/IX/UPBU.LAH/2025
Tanggal : 25 September 2025

**DAFTAR INFORMASI PUBLIK (DIP)
DI LINGKUNGAN KANTOR UPBU KELAS III OESMAN SADIK TAHUN 2025**

A. INFORMASI BERKALA							
No.	Informasi	Ringkasan Informasi	Pejabat yang Menguasai Informasi	Penerbit Informasi	Bentuk Informasi yang Tersedia	Waktu dan Tempat Pembuatan Informasi	Jangka Waktu Penyimpanan atau Retensi Arsip
1.	Kerangka kelembagaan di lingkungan Kantor UPBU Kelas III Oesman Sadik	Informasi mengenai gambaran umum organisasi di lingkungan Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian Kepegawaian	Website, Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
2.	Peta Jabatan di lingkungan Kantor UPBU Kelas III Oesman Sadik	Informasi mengenai daftar jabatan baik jabatan struktural maupun jabatan fungsional di lingkungan Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian Kepegawaian	Website, Hard copy, dan Soft copy	Labuha, 2025	1 Tahun

3.	Laporan Harta Kekayaan Pejabat Negara (LHKPN)	Lembar berita negara yang telah diverifikasi oleh KPK di lingkungan Direktorat Jenderal Perhubungan Udara	PPID Pelaksana UPT	Pejabat Wajib Lapor LHKPN	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
4.	Daftar Pejabat Wajib Lapor LHKPN di lingkungan Kantor UPBU Kelas III Oesman Sadik	Daftar nama pejabat wajib lapor LHKPN di lingkungan Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian PPID	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
5.	Laporan Tahunan Kantor UPBU Kelas III Oesman Sadik	Mencakup hasil hasil kegiatan yang telah dilakukan oleh Kantor UPBU Kelas III Oesman Sadik Dengan mengacu pada tugas pokok dan fungsi UPBU	PPID Pelaksana UPT	Bagian Perencanaan	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
6.	Rencana Strategis Kantor UPBU Kelas III Oesman Sadik	Informasi mengenai gambaran tentang visi, misi, tujuan, sasaran, strategi kebijakan, dan program pada Kantor UPBU Kelas III Oesman Sadik untuk periode lima tahun	PPID Pelaksana UPT	Bagian Perencanaan	<i>Website, Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
7.	Informasi Mengenai Barang Milik Negara	Peraturan terkait Barang Usaha Milik Negara	PPID Pelaksana UPT	Bagian Keuangan	<i>Website, Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun

8.	Peraturan-peraturan terkait PNBP	Peraturan yang terkait dengan PNBP	PPID Pelaksana UPT	Bagian Keuangan	Website, Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
9.	Dokumentasi Kegiatan Kantor UPBU Kelas III Oesman Sadik	Foto-foto kegiatan dan kunjungan Pejabat di lingkungan Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian Humas	Website, Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
10.	Struktur PPID di lingkungan Kantor UPBU Kelas III Oesman Sadik	Struktur PPID UPT	PPID Pelaksana UPT	Bagian Humas	Website, Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
11.	Daftar Informasi Publik di Lingkungan Kantor UPBU Kelas III Oesman Sadik	Berisi daftar informasi yang disediakan oleh unit kerja di lingkungan Ditjen Perhubungan Udara sesuai KP 945 tahun 2020 tentang Daftar Informasi Publik Tahun 2020	PPID Pelaksana UPT	Bagian PPID	Website, Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
12.	Tata Cara Permohonan Informasi Publik dan Pengajuan Keberatan Informasi Publik	Mekanisme permohonan informasi dan pengajuan keberatan informasi publik di lingkungan Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian PPID	Website, Hard copy, dan Soft copy	Labuha, 2025	1 Tahun

13.	Data Profil Bandara Oesman Sadik	Profil Bandara Oesman Sadik	PPID Pelaksana UPT	Bagian PPID	<i>Website, Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
14.	Profil Pejabat Kantor UPBU Kelas III Oesman Sadik	Informasi mengenai nama, pendidikan, jenjang karir, prestasi, dan data diri lainnya pemangku jabatan di lingkungan Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian Kepegawaian	<i>Website, Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
15.	Peraturan Perundang-Undangan, Keputusan dan/atau Kebijakan yang Telah Disahkan dan Ditetapkan	Berisi Peraturan Perundang-undangan yang berdampak kepada publik yang ditetapkan oleh Direktorat Jenderal	PPID Pelaksana UPT	Bagian PPID	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
16.	Hasil Survei Kepuasan Masyarakat	Tingkat kepuasan terhadap layanan dan pelayanan di lingkungan Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian PPID	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun

B. INFORMASI SETIAP SAAT							
No.	Informasi	Ringkasan Informasi	Pejabat yang Menguasai Informasi	Penerbit Informasi	Bentuk Informasi yang Tersedia	Waktu dan Tempat Pembuatan Informasi	Jangka Waktu Penyimpanan atau Retensi Arsip
1.	SOP Tata Naskah dan Persuratan	Informasi mengenai aturan dan sistem administrasi perkantoran, dan tata naskah	PPID Pelaksana UPT	Bagian Kepegawaian	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
2.	SOP Pelayanan pengaduan	Informasi mengenai pengaduan	PPID Pelaksana UPT	Bagian PPID	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
3.	Hasil Survei Kepuasan Masyarakat (SKM)	Informasi mengenai tingkat kepuasan terhadap layanan dan pelayanan di lingkungan Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian PPID	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
4.	Profil unit organisasi Kantor UPBU Oesman Sadik	Informasi mengenai struktur organisasi, kedudukan, tugas fungsi, eselonering, tata kerja, alamat lengkap, kontak Kantor UPBU Oesman Sadik	PPID Pelaksana UPT	Bagian PPID	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun

5.	Analisis Beban Kerja di lingkungan Kantor UPBU Kelas III Oesman Sadik	Informasi mengenai perhitungan beban kerja dan rencana pemenuhan SDM pada tiap-tiap unit di lingkungan Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian Kepegawaian	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
6.	Seluruh kebijakan di bidang transportasi udara dan dokumen pendukungnya	Keputusan direktur jenderal perhubungan udara yang ada di website jdih.go.id	PPID Pelaksana Direktorat Jenderal Perhubungan Udara	Bagian Hukum	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
7.	AIP (<i>Aeronautical Information Public</i>)	Informasi aktual yang diperlukan bagi navigasi penerbangan	PPID Pelaksana UPT	LPPNPI Labuha	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
8.	Alur Prosedur Pelayanan Informasi	SOP Permohonan Informasi Publik sesuai dengan KP 1632 tahun 2018 tentang Standar Operating Procedure PPID di lingkungan Kementerian Perhubungan	PPID Pelaksana UPT	Bagian PPID	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
9.	Data Pegawai di lingkungan Kantor UPBU Kelas III Oesman Sadik	Rekapitulasi pegawai masing-masing unit di lingkungan Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian Kepegawaian	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun

10.	Target PNB	Target PNB	PPID Pelaksana UPT	Bagian Keuangan	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
11.	Laporan Realisasi Penerimaan PNB	Berisi informasi Realisasi Penerimaan PNB	PPID Pelaksana UPT	Bagian Keuangan	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
12.	Laporan Realisasi Penggunaan berupa jenis belanja atau prosentase daya serap PNB	Realisasi penggunaan berupa jenis belanja atau prosentase daya serap PNB	PPID Pelaksana UPT	Bagian Keuangan	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
13.	Daftar rute angkutan udara niaga berjadwal dalam negeri di Bandar Udara Oesman Sadik	Daftar rute angkutan udara niaga berjadwal dalam negeri tahun berjalan	PPID Pelaksana UPT	Bagian PPID	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
14.	Daftar kota terhubung oleh rute angkutan udara niaga berjadwal dalam negeri	Daftar kota terhubung oleh rute angkutan udara niaga berjadwal dalam negeri tahun berjalan	PPID Pelaksana UPT	Bagian PPID	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
15.	Angkutan Lebaran	Data Angkutan Lebaran	PPID Pelaksana UPT	Bagian PPID	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
16.	Angkutan Natal dan Tahun Baru	Data Angkutan Nataru	PPID Pelaksana UPT	Bagian PPID	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun
17.	Rencana Induk Bandar Udara	Rencana Induk Bandar Udara Oesman Sadik	PPID Pelaksana UPT	Bagian Perencanaan	Hard copy, dan Soft copy	Labuha, 2025	1 Tahun

18.	Lokasi Bandar Udara	Informasi mengenai lokasi Bandar Udara Oesman Sadik	PPID Pelaksana UPT	Direktorat Bandar Udara	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
19.	Laporan Keuangan Kantor UPBU Kelas III Oesman Sadik	Informasi laporan keuangan Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian Keuangan	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
20.	Laporan Realisasi Pelaksanaan Anggaran Kantor UPBU Kelas III Oesman Sadik	Informasi daya serap pelaksanaan anggaran Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian Keuangan	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
21.	Daftar MOU dan Perjanjian Kerja Sama Kantor UPBU Kelas III Oesman Sadik	Berisi informasi daftar kesepakatan bersama dan perjanjian kerja sama yang dilakukan oleh Kantor UPBU Kelas III Oesman Sadik	PPID Pelaksana UPT	Bagian Perencanaan	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
22.	KP 238 tahun 2021 tentang penetapan indikator kinerja program Ditjen perhubungan Udara	Mencakup indikator kinerja program Dirjen Hubud yang terdiri atas indikator kinerja utama (core business) dan indikator kinerja penunjang. Sebagai acuan dalam penyusunan indikator kinerja kegiatan pada masing-masing tingkat eselon dua yang dan unit organisasi mandiri UPT di lingkungan	PPID Pelaksana UPT	Bagian Perencanaan	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun

		Ditjen perhubungan udara					
23.	Rencana Aksi atas Perjanjian Kinerja Kantor UPBU Kelas III Oesman Sadik	Mencakup kegiatan disertai alokasi anggaran dan penanggung jawab kegiatan yang mendukung pencapaian target indikator kinerja pada sasaran sebagai tolak ukur keberhasilan organisasi	PPID Pelaksana UPT	Bagian Perencanaan	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
24.	Perjanjian Kinerja Kantor UPBU Kelas III Oesman Sadik	Mencakup pernyataan target target pada masing-masing indikator kinerja yang menggambarkan tolak ukur keberhasilan suatu organisasi yang diperlukan janjikan oleh kepala kantor dengan atasan langsung sesuai dengan kerja yang telah disahkan dalam dokumen penganggaran	PPID Pelaksana UPT	Bagian Perencanaan	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun

C. INFORMASI SERTA MERTA							
No.	Informasi	Ringkasan Informasi	Pejabat yang Menguasai Informasi	Penerbit Informasi	Bentuk Informasi yang Tersedia	Waktu dan Tempat Pembuatan Informasi	Jangka Waktu Penyimpanan atau Retensi Arsip
1.	Tindak lanjut NOTAM (<i>Notice of Airmen</i>)	Informasi kondisi fasilitas operasional penerbangan	PPID Pelaksana UPT	LPPNPI Labuha	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
2.	<i>Delay Management</i>	Informasi terkait kompensasi yang didapat oleh penumpang pesawat udara apabila terjadi <i>delay</i>	PPID Pelaksana UPT	Bagian Humas	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun
3.	Informasi persyaratan perjalanan orang pada kondisi khusus	Kebijakan atau surat edaran terkait petunjuk persyaratan perjalanan orang dengan transportasi udara pada kondisi khusus	PPID Pelaksana UPT	Bagian Humas	<i>Hard copy, dan Soft copy</i>	Labuha, 2025	1 Tahun

**DAFTAR INFORMASI DIKECUALIKAN (DIK)
DI LINGKUNGAN KANTOR UPBU KELAS III OESMAN SADIK TAHUN 2025**

Informasi	Dasar Hukum Pengecualian Informasi	Konsekuensi/Pertimbangan Bagi Publik		Jangka Waktu
		Bentuk Informasi yang Tersedia	Waktu dan Tempat Pembuatan Informasi	
Hak akses CCTV / daerah keamanan terbatas	Undang-undang No. 14 Tahun 2008 tentang Keterbukaan Informasi Publik Pasal 17 huruf J	Apabila dibuka, dapat melanggar ketentuan pada undang-undang	Apabila ditutup, dapat melindungi sistem elektriknik milik pemerintah sesuai dengan ketentuan pada undang-undang	1 Tahun
	Undang-undang No. 1 Tahun 2024 tentang Kitab Undang-undang Hukum Pidana, Pasal 333 huruf D			



**KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN UDARA
KANTOR UNIT PENYELENGGARA BANDAR UDARA KELAS III OESMAN SADIK**

Jalan Raya Labuha-Babang,
Kec. Bacan, Kab. Halmahera Selatan,
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Telepon : 0927 - 2321438

Email : bandara_oesmansadik@kemenhub.go.id

Nomor : UM.006/ 1145 /XII/UPBU.LAH/2025
Klasifikasi : Biasa
Lampiran : 1 (satu) berkas
Hal : Permohonan Pengakuan Sertifikat Pelatihan
Personel Fasilitas Keamanan Penerbangan

Labuha, 01 Desember 2025

Yth. Direktur Keamanan Penerbangan

Memperhatikan Keputusan Menteri Perhubungan Nomor KM 40 Tahun 2024 tentang Program Pendidikan dan Pelatihan Keamanan Penerbangan Nasional, dimana sertifikat pelatihan terkait personel fasilitas keamanan penerbangan yang diperoleh dari agen/distributor peralatan atau pabrikan dapat disetarakan dengan sertifikat kompetensi setelah mendapat surat pengakuan dari Direktur Jenderal.

Berkaitan dengan hal tersebut diatas, dengan hormat disampaikan permohonan pengakuan sertifikat pelatihan peralatan mesin x-ray bagasi yang diperoleh dari agen/ distributor PT. Senjaya Solusi Sekurindo untuk disetarakan menjadi sertifikat kompetensi personel fasilitas keamanan penerbangan, untuk atas nama:

1. Theresia
2. M Walyadin Pamungkas
3. Aldy Alyusran
4. Seven Oktavia Sanjerico Sitanggang
(Data Sertifikat Pelatihan Terlampir)

Demikian disampaikan, atas perhatian dan perkenannya diucapkan terimakasih.

KEPALA KANTOR,

MUHAMMAD HARIDDIN
NIP. 19790113 200003 1 001

Tembusan :

1. Direktur Jenderal Perhubungan Udara ;
2. Kepala Kantor Otoritas Bandar Udara Wilayah VIII – Manado.

DAFTAR SERTIFIKAT PERSOEL PELATIHAN

No.	Nama Peserta	Nama Pelatihan	Penyelenggara Pelatihan	Tanggal Pelatihan	Lokasi Pelatihan	Penyetaraan
1	Theresia	Technical Training of X-Ray Scanner and Radiation Protection	PT. Senjaya Solusi Sekurindo	16 Februari 2025	Kantor UPBU Kelas III Oesman Sadik	Disetarakan dengan pelatihan mesin X-ray single view.
2	M. Walyadin Pamungkas	Technical Training of X-Ray Scanner and Radiation Protection	PT. Senjaya Solusi Sekurindo	16 Februari 2025	Kantor UPBU Kelas III Oesman Sadik	Disetarakan dengan pelatihan mesin X-ray single view.
3	Aldy Alyusran	Technical Training of X-Ray Scanner and Radiation Protection	PT. Senjaya Solusi Sekurindo	16 Februari 2025	Kantor UPBU Kelas III Oesman Sadik	Disetarakan dengan pelatihan mesin X-ray single view.
4	Seven Oktavia Sanjerico Sitanggang	Technical Training of X-Ray Scanner and Radiation Protection	PT. Senjaya Solusi Sekurindo	16 Februari 2025	Kantor UPBU Kelas III Oesman Sadik	Disetarakan dengan pelatihan mesin X-ray single view.



PT SENJAYA SOLUSI SEKURINDO

smiths detection
bringing technology to life

TRAINING CERTIFICATE

Theresia

Bandar Udara Oesman Sadik - Labuha

has successfully completed

Technical Training of X-Ray Scanner and Radiation Protection

Smiths Detection

Training Dates: 16 February 2025

Qualified by

PT Senjaya Solusi Sekurindo

Rio Christian



PT SENJAYA SOLUSI SEKURINDO

smiths detection
bringing technology to life

TRAINING CERTIFICATE

Seven Oktavia Sanjerico Sitanggang

Bandar Udara Oesman Sadik - Labuha

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Smiths Detection

Training Dates: 16 February 2025

Qualified by

PT Senjaya Solusi Sekurindo

Rio Christian



PT SENJAYA SOLUSI SEKURINDO

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TRAINING CERTIFICATE

M Walyadin Pamungkas

Bandar Udara Oesman Sadik - Labuha

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Rio Christian



PT SENJAYA SOLUSI SEKURINDO

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TRAINING CERTIFICATE

Aldy Alyusran

Bandar Udara Oesman Sadik - Labuha

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Smiths Detection

Training Dates: 16 February 2025

Qualified by

PT Senjaya Solusi Sekurindo

Rio Christian



PT. SENJAYA SOLUSI SEKURINDO

DAFTAR HADIR PELATIHAN

PEKERJAAN PENGADAAN XRAY HS-100100T

Bandara Oesman Sadik Labuha

Tanggal : Februari 2025

No	Nama Peserta	Perusahaan	Jabatan	Paraf
1	INMAYATI	UPBU OESMAN SADIK	SENIOR ASISTEN	<i>[Signature]</i>
2	Sever Oktavia Sayenico	UPBU OSMAN SADIK	ELBAN	<i>[Signature]</i>
3	Wahyu Adji P	— " —	ASISTEN	<i>[Signature]</i>
4	Aldy Alyusran	CIPBU OESMAN SADIK	ELBAN	<i>[Signature]</i>
5	Theriza	— " —	ELBAN	<i>[Signature]</i>
6	Marlio Ali	- " -	ASISTEN	<i>[Signature]</i>
7	CLARKISNO LASEN	"	"	<i>[Signature]</i>
8	Rustam Anhar	"	"	<i>[Signature]</i>
9	Vanda E. F. Sembuqn	"	"	<i>[Signature]</i>
10	MUHAMAD WALYADIN P	- " -	Elban	<i>[Signature]</i>
11	SAFRIN	— " —	TOK PP.	<i>[Signature]</i>
12				
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20				



PT SENJAYA SOLUSI SEKURINDO



Gandaria 8 Office Building 7th Floor Jl Sultan Iskandar Muda, Kebayoran Lama. Jak Sel - 12240- INDONESIA
Ph : (62 21) 2903 6441 - Hunting, Fax : (62 21) 2903 6462



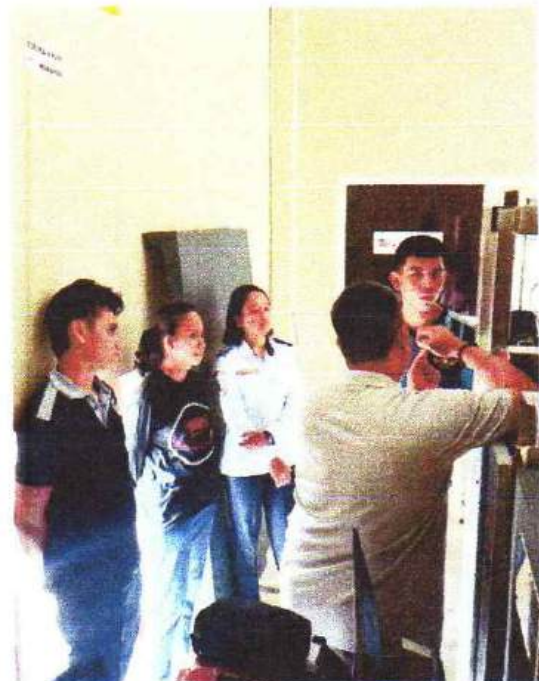
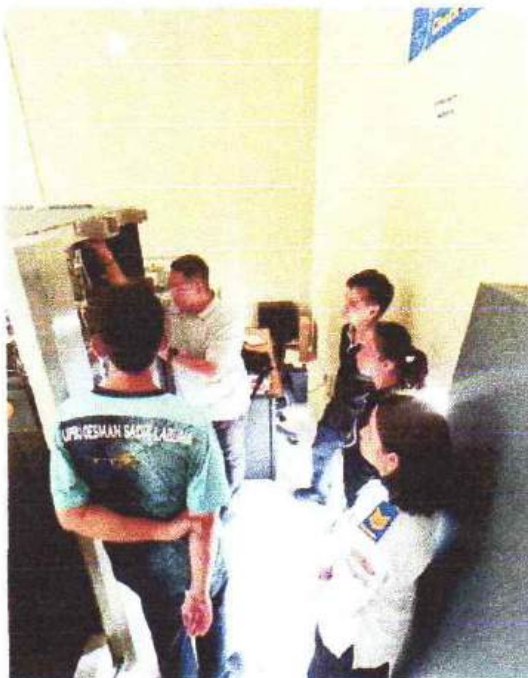
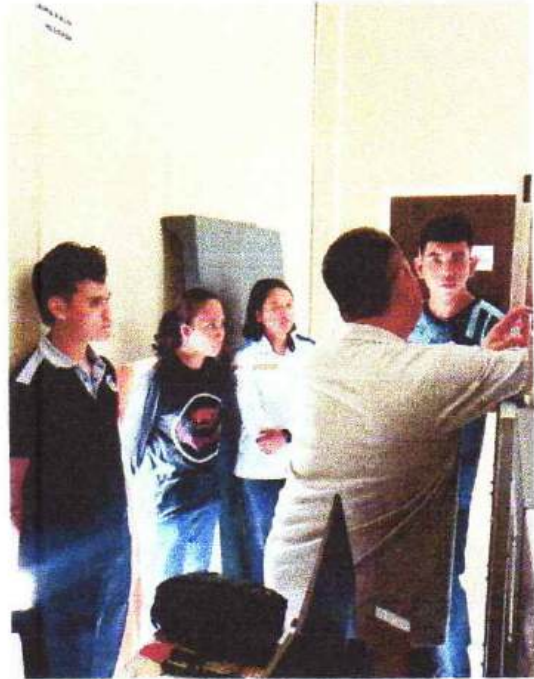
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1

Contents of Training

1 Safety Instructions	6 Peripheral Interface
2 Introduction & Basics	7 Detection System
3 System Overview	8 X-Ray Generating System
4 Control & Processing	9 Unit Configuration
5 Main Distribution	10 Technical Tasks

smiths detect range
Hi-SCAN X-ray Inspection Units

2

1 - SAFETY INSTRUCTIONS



Safety Instructions
Radiation Protection

smiths detect range
Hi-SCAN X-ray Inspection Units

3

Safety Instructions – Checks Before Switching on the Unit



smiths detect range
Hi-SCAN X-ray Inspection Units

4

Safety Instructions – Operating The Unit



- ▶ Never scare human beings or live animals!
- ▶ Animals or human beings / body parts (hands) inside tunnel → Press Emergency Stop!

- ▶ Don't push luggage items into the tunnel!



- ▶ Small objects should be ejected in dedicated containers (trays).

smiths **CONVECTION**
X-ray baggage scanner

5

Safety Instructions – Operating the Unit

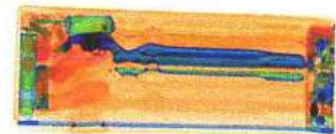


- ▶ In case of piling up of luggage, stop conveyor.



Foldable Baby Strollers

... can unfold inside the inspection tunnel and cause damage and piling up of luggage!



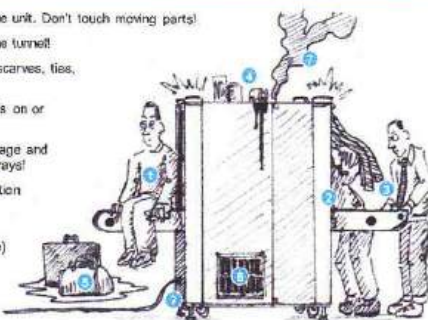
smiths **CONVECTION**
X-ray baggage scanner

6

Safety Instructions – Operating the Unit



1. Don't sit or stand on the unit. Don't touch moving parts!
2. Don't put hands into the tunnel!
3. Don't wear any loose scarves, ties, loose long hair, etc.!
4. Don't place open liquids on or into the unit!
5. Scan wet or dirty baggage and small items in plastic trays!
6. Don't cover any ventilation openings!
7. In case of electrical defects (heat or smoke) turn off the unit and disconnect the mains plug!



smiths **CONVECTION**
X-ray baggage scanner

7

Safety Instructions – Repairing the Unit (1 of 2)



REQUIREMENTS



1. Work is to be carried out by qualified technicians.
2. Use corresponding technical manuals and follow the instructions!
3. Use only the correct Smiths Heimann spare parts.

PREPARATION



1. Don't disconnect computer before it has shut down.
2. Turn off unit, withdraw system key, disconnect mains (turn off UPS) when exchanging components.
3. When working inside tunnel, also disconnect generator and motor.

ELECTRONICS



1. Touch unit housing before touching sensitive components.
2. Don't bridge safety switches.
3. Replace fine wire fuses with fuses of same rating.
4. Don't leave X-rays on longer than necessary.

smiths **CONVECTION**
X-ray baggage scanner

8

Safety Instructions – Repairing the Unit (2 of 2)



MECHANICS

1. Wash hands after touching lead shielding of the unit.
2. Wear work gloves and safety shoes when working on sharp-edged sheets and when lifting heavy parts.

BEFORE RESTART

1. Don't switch on X-ray generator, if it has not been operated for more than 6 months (100kV, 140kV, 160kV) / 72 hours (300kV).
2. Disconnect generator until regeneration is completed.

COMPLETION

1. After repair of shielding and regular maintenance, carry out a leakage radiation test.
2. Many exchanged parts are special waste and must not be removed together with household waste.
3. Remove system key when leaving the unit unattended.

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Safety Instructions – While Working on the X-ray Training Units ...

... DON'T disconnect or remove any electrical components while unit is turned on and connected!

... DON'T pull out any wires and cables unless necessary!

... DON'T tighten the bolts and screws too much!

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10

1 – SAFETY INSTRUCTIONS



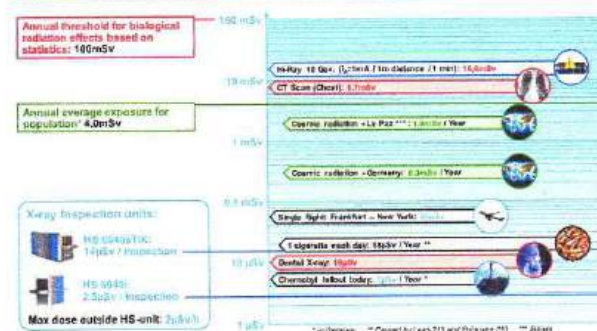
Safety Instructions

Radiation Protection

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11

Radiation Level Comparison



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x-ray technology

12

11

12

Frequently Asked Questions

Is it safe to use hand baggage units for scanning ...



... Laptops?

Yes!

Dose emitted is too low to damage magnetic cards or electronic components, like arrays, drives or discs.



... undeveloped films?

Yes, within limits!

Films and material sensitive to X-rays should be transported in cabin baggage.



... Medicine or food?

Yes!

Medicine, including homeopathic medicine, and food - like fruits, meat or juice - will not be damaged.



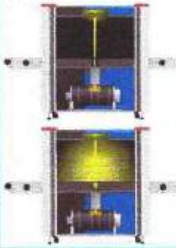
smiths Hi-SCAN
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Leakage Radiation Test

Scatter Block

Use official scatter block or similar object of organic material.

Test with Scatter Block

- Place scatter block (or similar object) at tunnel entrance
- Go to menu: **Diagnosis - X-ray generator test**
- Select **Test with scatter block***
- Activate **X-radiation***

Unit will move scatter block into X-ray beam, stop conveyor and activate radiation.

X-ray generator test

Positive high voltage (approx): 0.00 kV
Negative high voltage (approx): 0.00 kV
Heater current (approx): 625.75 mA
Anode current (approx): 0.00 uA

X-radiation

Test with scatter block

Update display



Measurement

With hand held dosimeter radiation is measured along edges, rivets and screws of ...

- Collimator covers
- Detector box covers
- Generator housing
- Covers near beam area



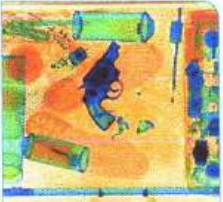
Max dose: 2µSv/h
(5 cm from unit housing)

Allowed Annual X-ray dose for persons not professionally exposed in Germany: 1 mSv

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14

2 - INTRODUCTION & BASICS



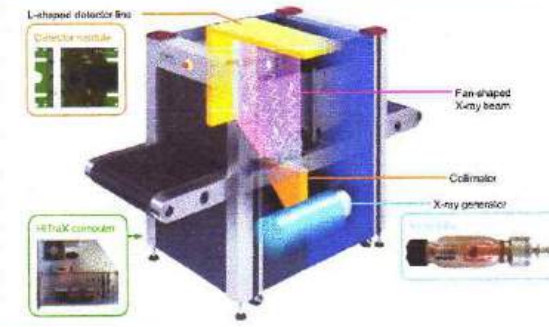
Hi-SCAN Introduction

Keyboard and Display

smiths Hi-SCAN
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15

The X-ray System



The diagram illustrates the components of the X-ray system:

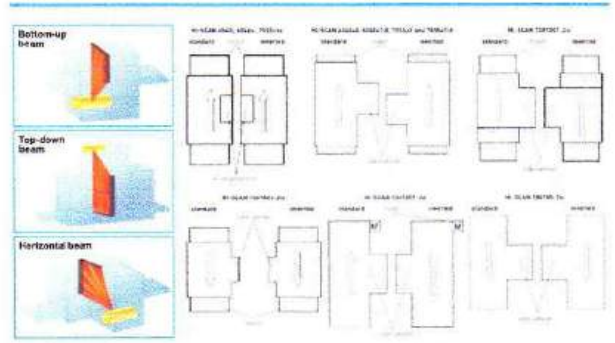
- L-shaped detector line**: A line of detectors at the end of the conveyor.
- Detector module**: A module that processes the detector signals.
- Fin-shaped X-ray beam**: The X-ray beam passing through the collimator.
- Collimator**: A device that shapes the X-ray beam.
- X-ray generator**: The source of the X-ray beam.

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16

1. Conveyor is started via keyboard
Item is moving into tunnel
2. Item is detected by light barrier
Computer is preparing to scan item and activating X-rays
3. X-rays are on
Image is building up on screen
Red indicators lamps on unit are active
4. Scan is completed and item has left X-ray beam
X-rays are turned off automatically
Conveyor is moving item out of tunnel

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imaging with a purpose



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Annual Report 2010

Image and perspective distortions occur due to geometry of X-ray system:

The diagram illustrates the geometry of an X-ray system and the resulting distortions. The main diagram shows an X-ray source (1) emitting a fan beam (2) through a collimator (3) onto a patient (4). The resulting image (5) shows distortions. A blue arrow points to three examples of distorted images labeled 1, 2, and 3.

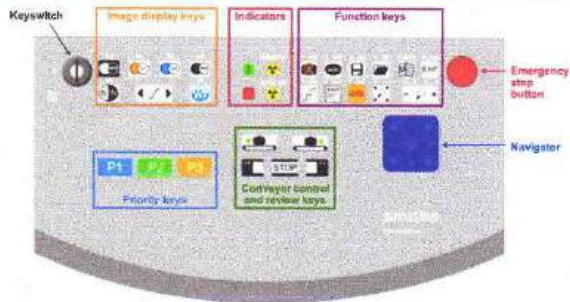
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FI-SCAN Introduction

Keyboard and Display

smiths **injection**
continuous flow injection

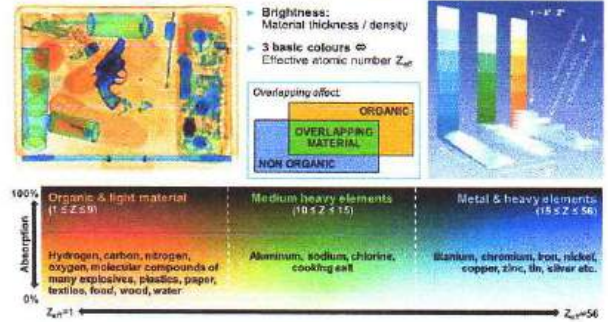
HiTraX Keyboard



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HiTraX Keyboard

21

The HI-MATPlus Principle



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HiTraX Keyboard

22

Image Display Modes



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HiTraX Keyboard

23

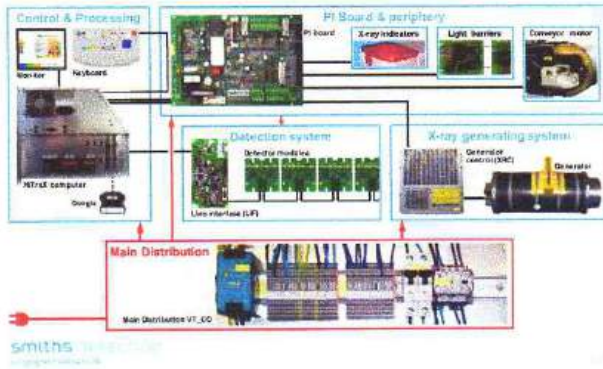
3 – SYSTEM OVERVIEW



smiths HiTraX
HiTraX Keyboard

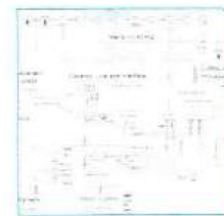
24

System Overview – HiTraX II



25

3 – SYSTEM OVERVIEW



System Overview

Technical Manuals and Software Tools

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26

The Technical Manual

- Get an SD Account via <https://smithsindustrial.com/>
- Use the correct Technical Manual for designated X-ray unit!



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27

The Technical Manual

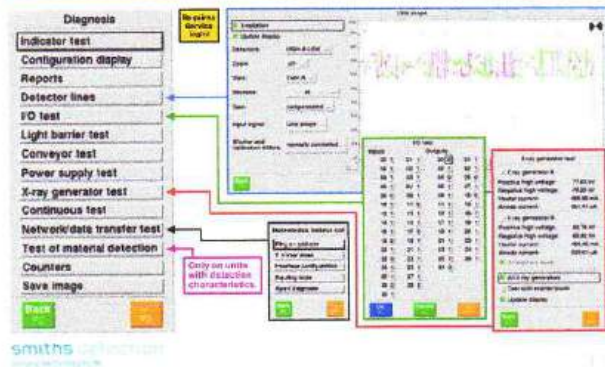
- Use correct Technical manual for designated X-ray unit!
- Useful sections:
 - A. Service instructions (Mechanics)**
Access to modules, installation, retrofit options, repairs, exchange of hardware parts and components
 - C. Software installation & configuration**
Software installation, software menus, configuration, calibration
 - D. Test and diagnostic programs**
Diagnosis menus and reports
 - E. Hardware configuration**
XRC, beam plane adjustment, LIF, optional components, Light barriers, PI-board
 - F. Preventive maintenance**
Description of maintenance steps
 - H. Trouble-shooting guide**
Faults during start up, error codes, system faults
 - I. Drawings and circuit diagrams**
Main distribution identification, computer and PI-board diagrams, block diagrams, circuit diagrams

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28

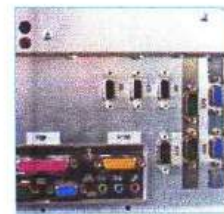
A	Service instructions (Mechanics) Access to modules, installation, retrofit options, repairs, exchange of hardware parts and components
B	Software installation & configuration Software installation, software menus, configuration, calibration
C	Test and diagnostic programs Diagnosis menus and reports
D	Hardware configuration XRC, beam plane adjustment, LIF, optional components, Light barriers, PI-board
E	Preventive maintenance Description of maintenance steps
F	Trouble-shooting guide Faults during start up, error codes, system faults
G	Drawings and circuit diagrams Main distribution identification, computer and PI-board diagrams, block diagrams, circuit diagrams
H	Service instructions Access to modules, installation, retrofit options, repairs, exchange of hardware parts and components
I	Software installation & configuration Software installation, software menus, configuration, calibration
J	Test and diagnostic programs Diagnosis menus and reports

Diagnosis Tools



29

4 – CONTROL & PROCESSING



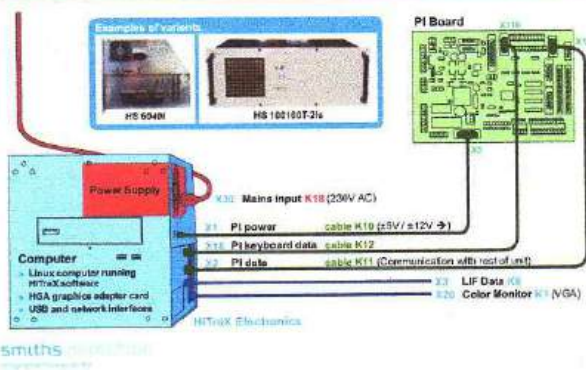
Hardware

Software and Explosives Detection Systems

smiths **HiTrax II**
Explosives Detection Systems

30

HiTrax II – Electronics



31

HiTrax II – Electronics Connectors

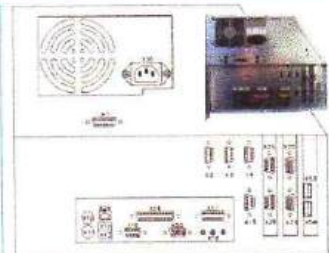
EXAMPLE: HiTrax II electronics – HS 0040

- X1 PI power cable 10
- X2 PI data cable 11
- X3 LIF data cable 8
- X4 2 LIF* data cable 8...
- X12 USB 1.1 boocable
- X13 USB 1.1 boocable
- X14 LPT1 dongle
- X15 COM1 diagnosis or UPS unit*
- X16 COM2 PI keyboard data cable 12
- X20 VGA color monitor* cable 1
- X21 VGA auxiliary monitor* cable 2
- X24 ethernet RJ-45 network
- X25* COM4 tag code-RFD scanner*
- X26* COM4 modem*
- X30 mains input cable 18
- X50 VGA PC
- X53 USB 2.0
- X54 USB 2.0

on the front side:

- X5* IDE ext. CD drive (front)
- X56 USB 1.1 boocable

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Explosives Detection Systems



Required information ordering new HiTrax Electronics

- Item order number
- X-ray unit type and serial number

32

HiTraX II – The Dongle (Configuration Memory)



► Connected to parallel port of HiTraX electronics.



Configuration display

Unit type: 99-SCAR 6040-2s HR
Mechanical layout of unit and main conveying direction
Preset software configuration

Network state: network on - sta
Network connection: no cable connect
Dongle ID: 22CDEP18

Do not remove the dongle! The dongle has unique ID. Diagnose menu > Configuration > ID

Data stored on dongle

Configuration

- Unit type
- Serial number
- Generator type
- Hardware setup
- Network configuration
- Scanning setup
- User interface setup
- Etc.

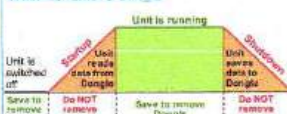
(can be transferred to other units via USB flash drive)

Available options

SEN	Opti-room
Printer	Recheck
Xport	X-ACT
HDA	Hi-SPOT
X-PLOR	IMS
RIDA	Hi-TP+
OTS	Project

Are activated by setting single bits on dongle. (Can not be transferred!)

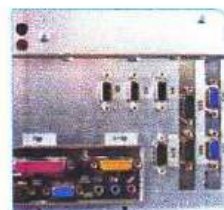
When to remove dongle



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33

4 – CONTROL & PROCESSING



Hardware

Software and Explosives Detection Systems

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34

Software Installation – Preparation



1. Before installation

Check software on unit

Configuration display

Unit type: 99-SCAR 6040-2s HR
Mechanical layout of unit and main conveying direction
Preset software configuration

Serial number: 116730
Location: SART
Subarea: AIRPORT
Reference version: HX03-11-C

(Main menu / Diagnose / Configuration display)

Backup files
Images, reports, user data, etc.

Deactivate dose monitoring
(Main menu / Scanning functions)

Switch off X-ray unit
(Only in case of a complete installation)

Before installation ensure software is supported by HiTraX electronics!

2. Prepare media for installation (CD or USB drive?)

Software CD



Software USB flash drive

► Connect USB flash drive to PC and run software load "Hxload".
► Press "Load" button.
► Select "Hxload" and click "Load".
► Select "Hxload" and click "Load".

► Select "Hxload" and click "Load".
► Select "Hxload" and click "Load".
► Select "Hxload" and click "Load".

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35

Software Installation



3. Start of installation

a. Activate service switch



b. Connect software media

- Software CD via USB CD writer
- Software USB flash drive

c. Switch on X-ray unit.

d. Follow the instructions on screen

4. Choose upgrade or complete installation

HiTraX software can be upgraded or completely installed.

Currently installed: HX-03-10-C
Install: HX-03-12-N

Press P1 to resume the upgrade
Press P3 to force a complete installation
Press P2 to abort the installation

Software Upgrade
► No data deleted. **Not always possible!**

Complete installation
► Erases all data on hard disk!

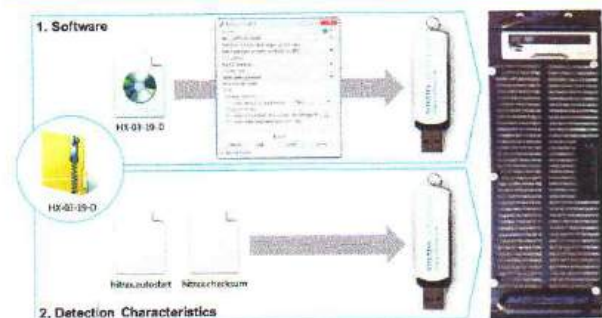
5. After installation

- Switch off X-ray unit.
- Remove software media.
- In case of a complete installation: restore files and user data, activate dose monitoring, etc.

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36

Software Files (Newer Versions)



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37

Software – Explosives Detection Systems



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12.2

38

Explosives Detection for Cabin Baggage



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12.3

39

Liquid Explosives Detection System (LEDS)

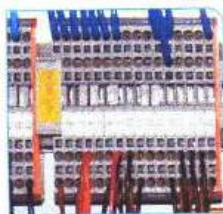


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12.4

40

5 – MAIN DISTRIBUTION



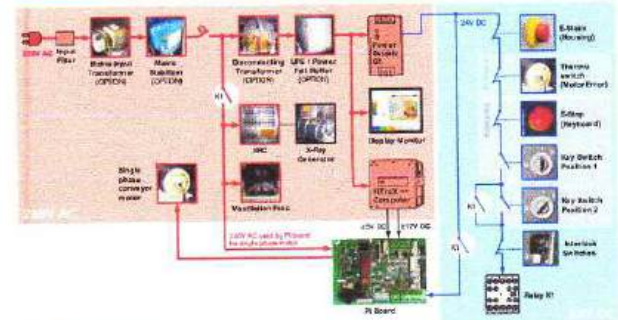
Main Distribution

HiTraX N – Start up and Shutdown

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41

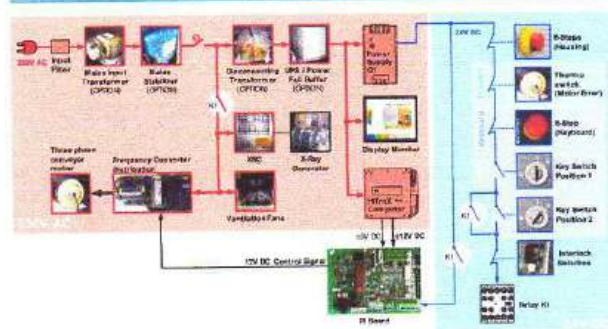
HiTraX II – Main Distribution (Single Phase Motor)



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42

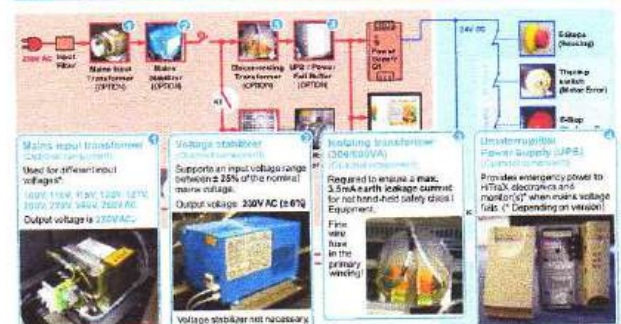
HiTraX II – Main Distribution (Three Phase Motor)



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43

HiTraX II – Main Distribution (Single Phase Motor)



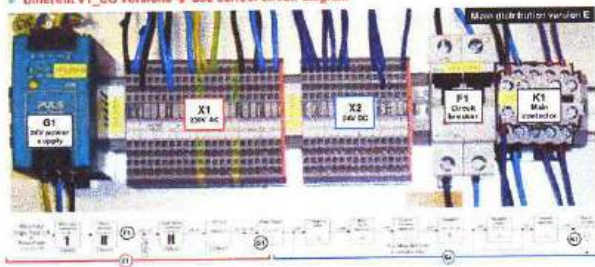
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44

HiTraX II – Main distribution (VT_CO)



- Distributes 230V AC and 24V DC to systems.
- Block and circuit diagrams → Technical manual – Section I
- Different VT_CO versions → Use correct circuit diagram



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45

HiTraX II – Circuit Diagrams



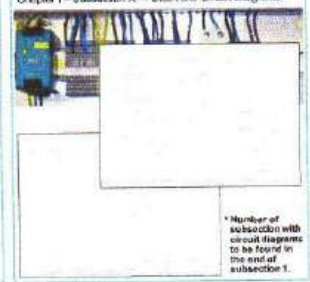
STEP 1

Identify the correct version of the main distribution:
Chapter I – Subsection 1 – Drawings and Layout



STEP 2

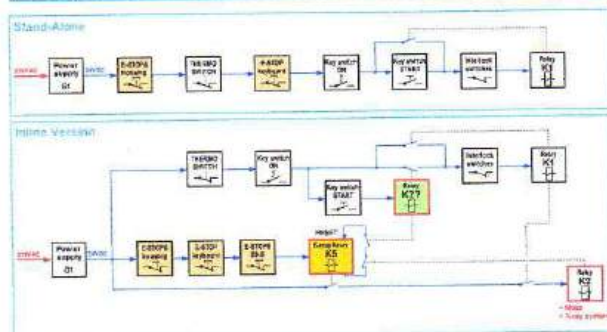
Find the correct circuit diagrams:
Chapter I – Subsection X* – Block and Circuit Diagrams



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46

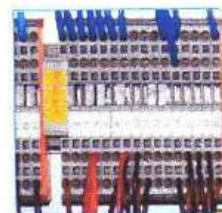
HiTraX II – Stand-Alone and Inline Version



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47

5 – MAIN DISTRIBUTION



Main Distribution

HiTraX II – Start up and Shutdown

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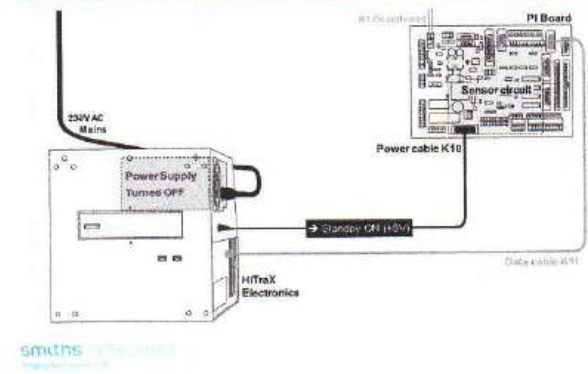
48

Trouble Shooting – Starting up the Unit (HiTraX II)



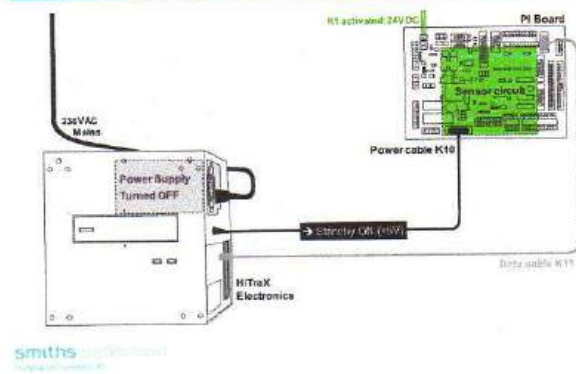
49

HiTraX II – Start up (1/5)



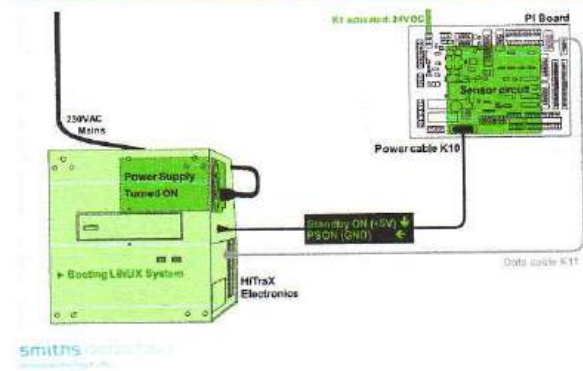
50

HiTraX II – Start up (2/5)



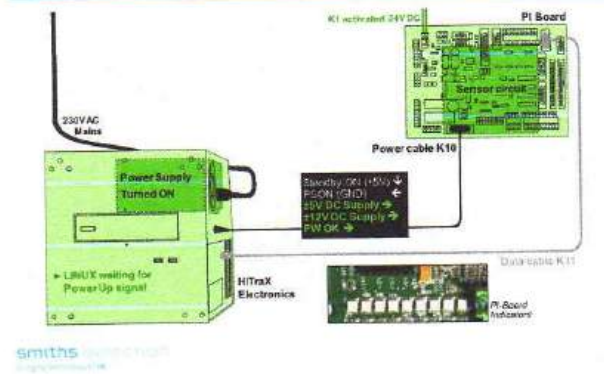
51

HiTraX II – Start up (3/5)



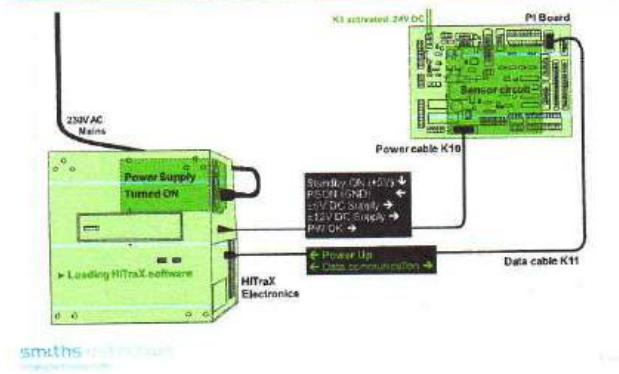
52

HiTraX II – Start up (4/5)



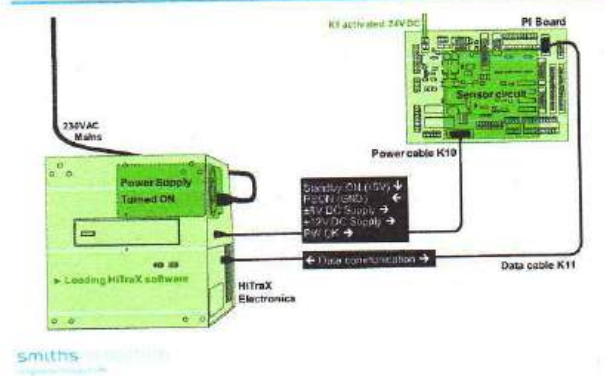
53

HiTraX II – Start up (5/5)



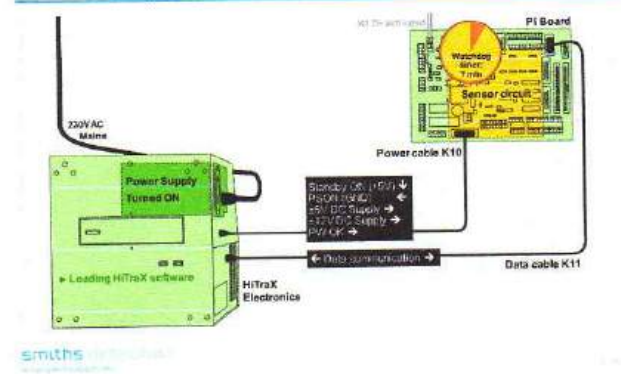
54

HiTraX II – Shutdown (1/5)



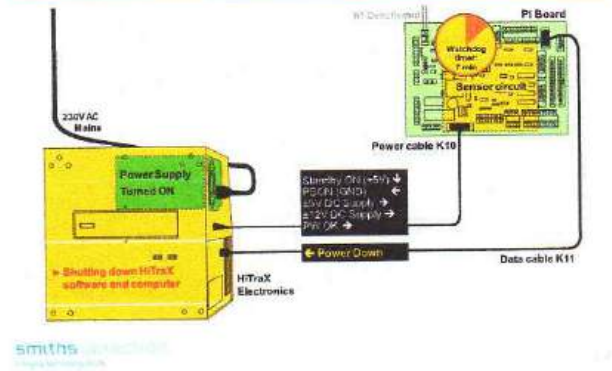
55

HiTraX II – Shutdown (2/5)



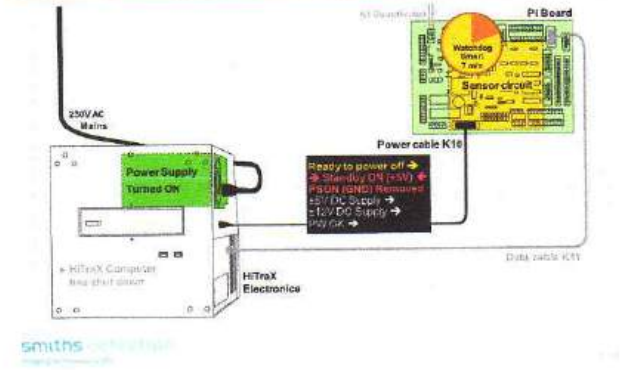
56

HiTraX II – Shutdown (3/5)



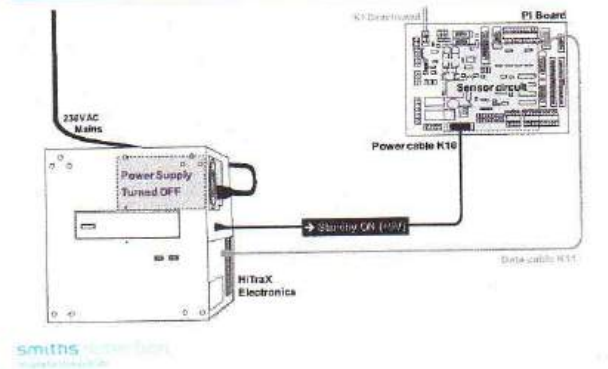
57

HiTraX II – Shutdown (4/5)



58

HiTraX II – Shutdown (5/5)



59

6 – PERIPHERAL INTERFACE



Peripheral Interface Board (PI board)

Periphery

60

HiTraX II – PI Board

I/O interface between HiTraX electronics and subsystems:

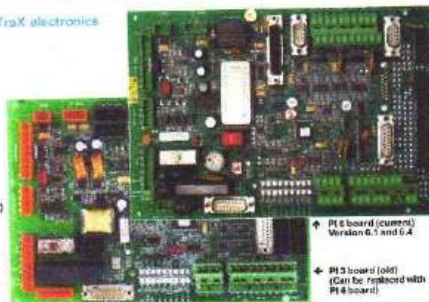
- X-ray indicators
- light barriers
- motor control
- X-ray generator control
- HiTraX keyboard
- other I/O signals.

Input Voltages

- 24V DC (main distribution)
- 15V (HiTraX Electronics)
- ±12V (HiTraX Electronics)
- 230V AC (single phase motor)

Different board types

- Components on board can be present or missing based on X-ray unit requirements:
- 1 or 2 X-ray generators
- single-phase- or three-phase-motor



List over connectors, signals and supplies → Technical Manual – Section 7 – „Drawings and circuit diagrams“

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61

HiTraX II – PI Board

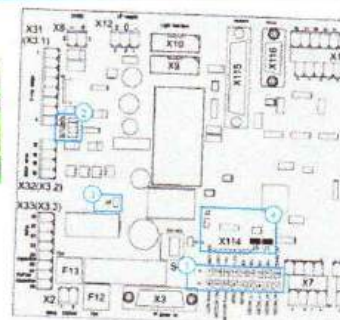
Indicators

1. LEDs for trouble-shooting



Jumper Settings

2. J5, J6, J7, J8 → Enable / disable lamp current monitoring of X-ray indicators.
3. J4 → X-ray indicators mode
• Unit without shutters: Blinking mode
• Unit with shutters: Shutter mode
4. J1, J3 → Jumpers inserted.
J2 → No jumper inserted



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101

62

6 – PERIPHERAL INTERFACE



Peripheral Interface Board (PI board)

Periphery

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102

63

Light Barrier System

The Hardware

Infrared transmitter LBT and receiver LBR:



Setup

Light Barrier 1

• Tunnel entrance

Light Barrier 3 (optional)

• Tunnel exit

• Only required for scanning in both conveyor directions

Configuration

Standard setup

• Jumper inserted

Setup (1)

• Jumper 7-pin Jumper on (LBR 1)

Setup (2)

• Jumper 7-pin Jumper on (LBR 2)

Setup (3)

• Jumper 7-pin Jumper on (LBR 3)

Setup (4)

• Jumper 7-pin Jumper on (LBR 4)

Setup (5)

• Jumper 7-pin Jumper on (LBR 5)

Setup (6)

• Jumper 7-pin Jumper on (LBR 6)

Setup (7)

• Jumper 7-pin Jumper on (LBR 7)

Setup (8)

• Jumper 7-pin Jumper on (LBR 8)

Setup (9)

• Jumper 7-pin Jumper on (LBR 9)

Setup (10)

• Jumper 7-pin Jumper on (LBR 10)

Setup (11)

• Jumper 7-pin Jumper on (LBR 11)

Setup (12)

• Jumper 7-pin Jumper on (LBR 12)

Setup (13)

• Jumper 7-pin Jumper on (LBR 13)

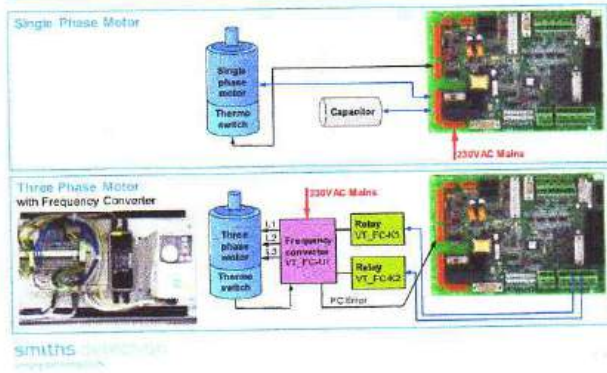
Setup (14)

• Jumper 7-pin Jumper on (LBR 14)

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64

Motor Control



65

7 - DETECTION SYSTEM



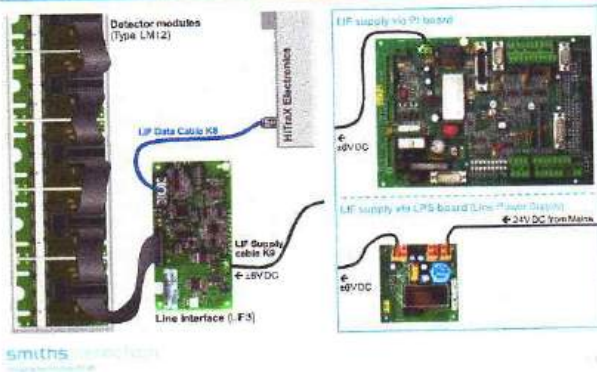
Detector Modules and Line Interface (LI)

Calibration and Test

smiths

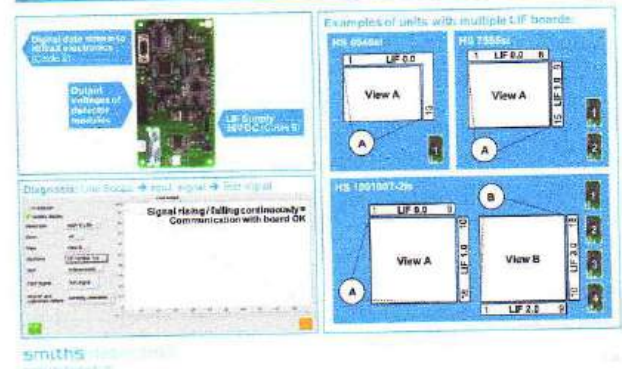
66

X-ray Detection System - HiTraX II



67

Line Interface LIF3 - HiTraX II



68

Detector Module Stages (6 modules types have 54 channels)

Types: LMP3, LMP2, LMP1

Types: LMP3, LMP2, LMP1

Types: LMP3, LMP2, LMP1

Working Principle

Scintillation crystal (converting X-rays into light)

Photo diode (converting light into current)

Copper filler

Line Scope (Not compressed)

High Purity

Line Change

LMP3, LMP2, LMP1, LMP0

Water, Semicon, Organics

Smiths

69

CRISP (Crisp and Easy SPechology)

- for HS 6045a1, 7555a1, 5180a1 unit types only
- for LM 12 SIMAT detector module size only
- LM 16 is in planning for HS 100160 product family
- CRISP arrays are insensitive to humidity
- Mixed equipping with XADA not permissible
- from software version HX-03.12 onwards available
- correct setting in the hardware menu
- Order number 34462393
- No STAC certification





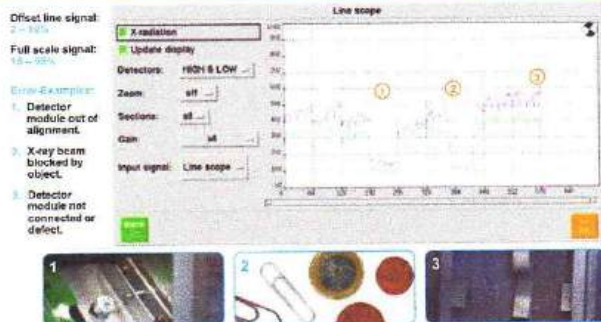


70

71

72

Line Scope



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Engineering Technology AG

1.1.1

73

7 - DETECTION SYSTEM



Detector Modules and Line Interface (LI)

Calibration and Test

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1.1.2

74

Calibration is necessary after ...

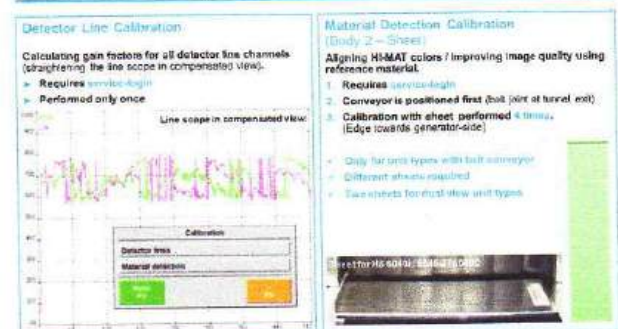


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75

Basic Calibration



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Engineering Technology AG

1.1.4

76

Calibration of Explosives Detection



X-ACT (X-ray Advanced Contents Tracking) (Only required if this option is released)

(Body 1 – Step Wedge → 34416126)

- Requires supervision logs
- Conveyor is positioned first (set point at tunnel exit)
- Unit is calibrated with step wedge (positioned above generator of the 'view', which is selected for X-ACT)

4 times
(Ratchet up view)

Refreshed monthly → 1 time

X-ACT is only available for HS 5039C to HS 145180-21s pro unit types

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11

77

Checking Visual Performance – Test Bodies

Purpose:

- Verify scan quality and resulting image quality
- Check visual performance of X-ray unit over time

Lacking visual performance / image quality
→ calibration / alignment by service technician

Test bodies:

1) **ECAC test piece** (European Civil Aviation Conference)
(Used by supervisors and operators)

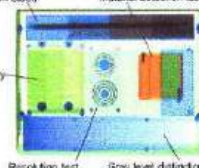


2) **Smiths-Heimann test piece**
(Used by service technicians)



Penetration test
(15 to 30mm slug)

Material detection test



Wire detectability

Resolution test

Grey level distinction

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12

78

8 – X-RAY GENERATING SYSTEM



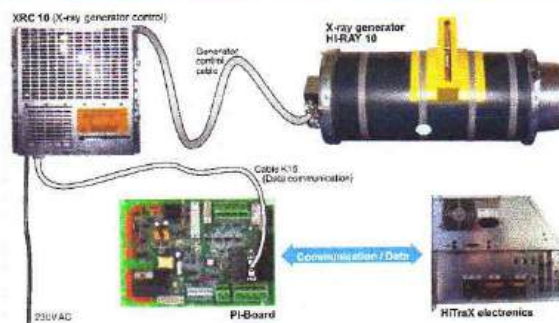
X-Ray Generator and Control (XRC)

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13

79

X-Ray Generating System



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14

80



**KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN UDARA
KANTOR UNIT PENYELENGGARA BANDAR UDARA KELAS III OESMAN SADIK**

Jalan Raya Labuha-Babang, Kec.
Bacan, Kab. Halmahera Selatan,
Prov. Maluku Utara. Kode Pos 97791

Telepon : 0927 - 2321438

Email : bandara.oesmansadik@kemenhub.go.id

SURAT PERINTAH PELAKSANA HARIAN
NOMOR : KP.004/1179/XII/UPBU.LAH/2025

- Dasar : 1. Surat Kepala Badan Kepegawaian Negara RI Nomor : K.26-3/ V.5-10 /99 tanggal 21 Desember 2010 Perihal Penunjukan Pejabat Pelaksanaan Harian;
2. Peraturan Menteri Perhubungan Nomor : PM 98 Tahun 2018 tentang Tata Cara Penunjukan dan Pengangkatan Pelaksana Harian dan Pelaksana Tugas di Lingkungan Kementerian Perhubungan;

D I P E R I N T A H K A N

Kepada : Nama : Safrudin Mahmud
NIP : 19740525 200604 1 001
Pangkat / Jabatan : Penata Muda (III/a)
Jabatan : Pengawas Personil Penerbangan

ISI PERINTAH :

1. Bertindak sebagai Pelaksana Harian Kepala Kantor UPBU Kelas III Oesman Sadik Labuha;
2. Sebagai Pelaksana Harian Kepala Kantor UPBU Kelas III Oesman Sadik Labuha diberi wewenang untuk melaksanakan tugas – tugas rutin selama pejabat menjalankan Perjalanan Dinas dalam rangka Mengikuti Undangan Anugerah Keterbukaan Informasi Publik (AKIP) di Jakarta;
3. Dalam melaksanakan tugas tersebut, Pelaksana Harian Kepala Kantor UPBU Kelas III Oesman Sadik Labuha tidak memiliki wewenang untuk mengambil atau menetapkan keputusan yang bersifat mengikat, seperti Pembuatan DP.3, Penetapan Surat Keputusan, Penjatuhan Hukuman Disiplin Atau Keputusan yang berupa kebijakan strategis;
4. Surat Perintah Pelaksana Harian Kepala Kantor UPBU Kelas III Oesman Sadik Labuha ini berlaku pada tanggal 11 Desember 2025 sampai dengan Selesai.
5. Surat Perintah sebagai Pelaksana Harian Kepala Kantor UPBU Kelas III Oesman Sadik Labuha ini agar dilaksanakan dengan penuh rasa tanggung jawab.

Ditetapkan di Labuha
Pada tanggal 09 Desember 2025

Kepala Kantor


MUHAMMAD HARIDDIN
NIP. 19790113 200003 1 001

Tembusan kepada yth :

1. Ketua Tim TU
2. Ketua Tim TOKPD