LAMPIRAN IX : PERATURAN WALIKOTA MADIUN

NOMOR : TAHUN 2019

TANGGAL :

1. CONTOH FORMAT DAFTAR SIMAK RAPAT PEMBUKTIAN KETERLAMBATAN

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NO** | | **Nama** | **Pemenuhan Persyaratan** | | | |
| **Ya** | **Tdk** | | **Dasar** |
| 1. | | Surat Peringatan PPK |  |  | |  |
| 2. | | Dibuat surat undangan |  |  | |  |
| 3. | | Ditetapkan agenda rapat |  |  | |  |
| 4. | | Dihadiri minimal oleh (PPK, Konsultan, Penyedia Jasa) |  |  | |  |
| 5. | | Pembahasan sebab keterlambatan |  |  | |  |
| 6. | | Pembahasan deviasi keterlambatan |  |  | |  |
| 7. | | Penjelasan kontraktor mengenai faktor penyebab keterlambatan |  |  | |  |
| 8. | | Menetapkan jenis pekerjaan yang harus dilaksanakan untuk uji coba |  |  | |  |
| 9. | | Menetapkan besaran kemajuan fisik yang harus dicapai |  |  | |  |
| 10. | | Menetapkan periode/waktu uji coba |  |  | |  |
| 11. | | Membahas prosedur kerja, kesiapan peralatan dan bahan/material |  |  | |  |
| 12. | | Dibuat berita acara rapat pembuktian (SCM) yang sekurang-kurangnya berisi : |  |  | |  |
|  | | * Faktor penyebab keterlambatan |  |  | |  |
|  | | * Pekerjaan yang terlambat |  |  | |  |
|  | | * Pekerjaan yang di uji coba |  |  | |  |
|  | | * Metode pelaksanaan |  |  | |  |
|  | | * Penggunaan peralatan |  |  | |  |
|  | | * Penggunaan bahan |  |  | |  |
|  | | * Penggunaan tenaga kerja |  |  | |  |
|  | | * Penetapan batas waktu uji coba |  |  | |  |
|  | | * Target pencapaian progres kemajuan pekerjaan |  |  | |  |
| 13. | Penjelasan apabila keterlambatan disebabkan oleh pengguna jasa | |  |  |  | |
| 14. | Apakah perlu penundaan pekerjaan | |  |  |  | |
| 15. | Menentukan kompensasi | |  |  |  | |
| 16. | Penjelasan/tindak lanjut apabila keterlambatan disebabkan oleh keadaan kahar | |  |  |  | |

|  |  |
| --- | --- |
| TANDA TANGAN | CATATAN |
| Nama :  Jabatan : |  |

1. CONTOH FORMAT UNDANGAN RAPAT PEMBUKTIAN

# KOP NASKAH DINAS

|  |  |
| --- | --- |
| Nomor : ............................ | ...................., ................20..... |

Lampiran : ............................

Kepada Yth.

....................................

di ................................

Perihal : Rapat Pembuktian

Sehubungan dengan hasil evaluasi kemajuan pekerjaan pada Paket ..............................

telah terjadi keterlambatan. Maka dengan ini Pejabat Pembuat Komitmen mengundang Saudara untuk hadir pada Rapat Pembuktian/ Show Cause Meeting. Yang akan diselenggarakan pada :

Hari

Tanggal

Jam

Tempat

: .........................................

: .........................................

: ....................... s.d selesai.

: .........................................

Mengingat pentingnya acara ini, maka diharapkan saudara hadir tepat pada waktunya.

Pejabat Pembuat Komitmen

( )

NIP.

Tembusan :

1.

2.

3.

# CONTOH FORMAT BERITA ACARA SHOW CAUSE MEETING

# KOP NASKAH DINAS

**BERITA ACARA RAPAT PEMBUKTIAN**

***(SHOW CAUSE MEETING)***

Nomor :

Tanggal :

Pada hari ini .............. Tanggal ....... Bulan .................... Tahun .............., telah diadakan Rapat Pembuktian Keterlambatan ( Show Cause Meeting ) Paket ...............

1. Peserta rapat

|  |  |  |
| --- | --- | --- |
| a. | Unsur Pejabat Pembuat Komitmen | : ......................................................... |
| b. | Unsur Pejabat Pelaksana Teknis | : ......................................................... |
|  | Kegiatan |  |
| c. | Unsur Koordinator Pengawas Kegiatan | : ......................................................... |
| d. | Unsur Konsultan Perencana | : ......................................................... |
| e. | Unsur Penyedia Jasa | : ......................................................... |

1. Rapat dibuka oleh Pejabat Pembuat Komitmen
2. Keterlambatan

|  |  |  |  |
| --- | --- | --- | --- |
| a. Progres sampai dengan tanggal | | | :................................. |
| - Rencana | : ......... | % |  |
| - Realisasi | : ......... | % |  |
| - Deviasi | : ......... | % |  |

Pekerjaan yang sangat signifikan terhadap pencapaian rencana tersebut diatas adalah sebagai berikut :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | |  | *Tabel I* |
| No | Item Pekerjaan | Satuan | Volume | | | Sisa |
|  |  | |
| Rencana | Terlaksana | |
|  |  |  |  |
|  |  |  |  |  | |  |
| 1 | ........................................ | .......... | .......... | ............... | | ......... |
| 2 | ........................................ | .......... | .......... | ............... | | ......... |
| 3 | ........................................ | .......... | .......... | ............... | | ......... |
| dst | ........................................ | .......... | .......... | ............... | | ......... |
|  |  |  |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Permasalahan yang ada dilapangan sesuai dengan pengamatan kami yaitu : | | | |
| a. | ............................................... *(Peralalatan)* |  |  |
| b. | ............................................... *(Cash Flow)* |  |  |
| c. | ............................................... *(Permasalahan Lainnya )* | |  |

Sehingga dari keadaan tersebut mengakibatkan pencapaian progres tidak sesuai dengan schedule.

1. Untuk menyelesaikan volume sisa perlu langkah-langkah yang sangat cepat dan tepat antara lain :

a. ............................................... *(Peralalatan)*

b. ............................................... *(Cash Flow)*

c. ............................................... *(Perbaikan manejemen, metode kerja dll)*

6. Dalam rapat pembuktian keterlambatan ini penyedia jasa akan diberi Test Case untuk menyelesaikan pekerjaan selama ...........(Hari) kerja; sebesar ........ %, dengan asumsi ....... %/hari. Adapun pekerjaan yang harus dilakukan adalah sebagai berikut :

1. Pekerjaan yang harus diselesaikan s/d tanggal .................................... agar dapat sesuai dengan scedule yang telah disepakati bersama :

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |  |  |  | *Tabel II* |
| No |  | Item Pekejaan | | Satuan |  | Volume | Harga | Total | Bobot |
|  |  | Satuan | Harga | (%) |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |  |  |  |
| 1 | ...................................... | | | .......... |  | .......... | ............. | ............. | ......... |
| 2 | ...................................... | | | .......... |  | .......... | ............. | ............. | ......... |
| 3 | ...................................... | | | .......... |  | .......... | ............. | ............. | ......... |
| dst | ...................................... | | | .......... |  | .......... | ............. | ............. | ......... |
|  |  |  | |  |  |  |  |  |  |
|  |  | **JUMLAH** | | |  |  |  | ............. | ......... |
|  |  |  |  | |  |  |  |  |  |

1. Item dan volume yang akan dijadikan sebagai dasar (target) test case adalah sebagai berikut :

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | | | |  | | | | |  |  | | | | |  | |  | | | | |  | | |  | | | *Tabel III* |
| No | | Item Pekerjaan | | | | | | | | Satuan | | | | | Volume | | | | | | | Harga | | | | | Total | | | Bobot | | |
| Satuan | | | | | Harga | | | (%) | | |
|  | |  | | | |  | | | |  | | | | |  | | | | | | |
| 1 | |  | | | |  | | | |  | | | | |  | | | | | | |  | | | | |  | | |  | | |
| 2 | |  | | | |  | | | |  | | | | |  | | | | | | |  | | | | |  | | |  | | |
| 3 | |  | | | |  | | | |  | | | | |  | | | | | | |  | | | | |  | | |  | | |
| 4 | |  | | | |  | | | |  | | | | |  | | | | | | |  | | | | |  | | |  | | |
|  | |  | | | | **JUMLAH** | | | |  | | | | | | |  | | | | | |  | | | | ......\*\*) | | | ...........\*) | | |
|  | |  | | | |  | | | | | | |  | | | | | |  | | | |
|  | |  | | | |  | | | |  |  | | | | | |  | | | | | |  | | | |
| Ket | |  | | \*) : Presentase Test Case untuk pekerjaan utama dan dapat memperkecil keterlambatan | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | \*\*) : Total Harga sebagai Cash Flow Test Case | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | |
| 1. Evaluasi kebutuhan peralatan untuk : | | | | | | | | | | | | | | | | |
|  | | |  | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | | | Item pekerjaan (1) | | | | | | : ............................... | | | | | | | | | | | | | | | Vol : ..................... | | | | | | | |  |
|  | | | Asumsi Kapasitas | | | | | | : ............................... | | | | | | | | | | | |  | | | | |  | | |  | | |  |
|  | | | Kebutuhan = ..................... | | | | | | | | | |  |  | | | | |  | |  | | | | |  | | |  | | |  |
|  | | |  | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | | | Item pekerjaan (2) | | | | | | : ............................... | | | | | | | | | | | | | | | Vol : ..................... | | | | | | | |  |
|  | | | Asumsi Kapasitas | | | | | | : ............................... | | | | | | | | | | | |  | | | | |  | | |  | | |  |
|  | | | Kebutuhan = ..................... | | | | | | | | | |  |  | | | | |  | |  | | | | |  | | |  | | |  |
|  | | |  | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | | | Item pekerjaan (3) | | | | | | : ............................... | | | | | | | | | | | | | | | Vol : ..................... | | | | | | | |  |
|  | | | Asumsi Kapasitas | | | | | | : ............................... | | | | | | | | | | | |  | | | | |  | | |  | | |  |
|  | | | Kebutuhan = ..................... | | | | | | | | | |  |  | | | | |  | |  | | | | |  | | |  | | |  |
|  | | |  | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  |
|  | | | Item pekerjaan (4) | | | | | | : ............................... | | | | | | | | | | | | | | | Vol : ..................... | | | | | | | |  |
|  | | | Asumsi Kapasitas | | | | | | : ............................... | | | | | | | | | | | |  | | | | |  | | |  | | |  |
|  | | | Kebutuhan = ..................... | | | | | | | | | |  |  | | | | |  | |  | | | | |  | | |  | | |  |
| Untuk mencapai prestasi seperti dalam tabel di atas, penyedia jasa harus menyediakan: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | |  | | | | |  |  | | | | |  | |  | | | | |  | | |  | | |  | |
|  | | | .. | | ...... Unit Dump truck dengan kapasitas .......... untuk mengangkut (Item 1,2,3,4) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Menambah alat ........................... kapasitas ............ | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |  |
|  | | | Menambah alat ........................... *(Alat lainnya)* | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |  |

7.Kesimpulan

a. Cash Flow

Untuk mencapai pada point IV 1 dan 2, penyedia jasa membutuhkan biaya operasional sebesar Rp. ............................./hari {(Total harga \*\*) dibagi periode Test Case)}.

b. Uji coba dilaksanakan selama ....... hari mulai tanggal ................................ s/d .......................... Penyedia Jasa PT. ............................ harus memenuhi target .....................\*).

c. Monitoring akan dilakukan setiap hari kerja dan dilaporkan ke Pengguna Anggaran (PA).

d. Peralatan :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Menambah alat berupa ..................... kapasitas ........ , jumlah .........Unit | | | |
|  | Menambah alat ................................ (peralatan lainnya) | | | |
|  | Dump Truck .......... Unit |  |  |  |

1. Sangsi

Apabila tidak dapat memenuhi program uji coba, maka akan diadakan Show Cause Meeting tingkat .....................................................

Demikian Berita Acara ini dibuat dengan penuh kesadaran dan tanggung jawab.

|  |  |  |
| --- | --- | --- |
| Penyedia Jasa  ( ............................ ) | Konsultan Pengawas  ( ................................. ) | Pengawas Lapangan  ( ............................... ) |
|  | Pejabat Pembuat Komitmen  ( ................................. ) |  |

1. CONTOH FORMAT DAFTAR HADIR RAPAT PEMBUKTIAN/SCM

**RAPAT PEMBUKTIAN *(SHOW CAUSE MEETING)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PAKET | | : .......................................................... |  |  |
| TANGGAL | | : .......................................................... |  |  |
|  |  |  |  |  |
| **NO** | **NAMA** | | **JABATAN** | **TANDA TANGAN** |
|  |  |  |  |  |
|  |  |  |  |  |

1. CONTOH FORMAT TABEL KEMAJUAN SESUAI PROGRAM UJI KEMAMPUAN (TEST CASE )

**PAKET ........................................................................................**

Periode : Tanggal ............... s.d Tanggal ........................

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. Pemb | Uraian Pekerjaan | Sat. | Vol. Renc | Kemajuan Fisik | Kemajuan Pekerjaan / hari | | | | | | | Presentase (%) | | Ket | |
| Hari Ke- 1 Vol. | Hari Ke- 2 Vol. | Hari Ke- 3 Vol. | Hari Ke- 4 Vol. | Hari Ke- 5 Vol. | Hari Ke- 6 Vol. | Hari Ke- 7 Vol. |
|  |  |  |  | Rencana |  |  |  |  |  |  |  |  |  | |
| Realisasi | ..... | ..... | ..... | ..... | ..... | ..... | ..... |
|  |  |  |  | Rencana |  |  |  |  |  |  |  |  |  | |
| Realisasi | ..... | ..... | ..... | ..... | ..... | ..... | ..... |
|  |  |  |  | Rencana |  |  |  |  |  |  |  |  |  | |
| Realisasi | ..... | ..... | ..... | ..... | ..... | ..... | ..... |
|  |  |  |  | Rencana |  |  |  |  |  |  |  |  |  | |
| Realisasi | ..... | ..... | ..... | ..... | ..... | ..... | ..... |

Keterangan :

= Volume yang di Test Case

**WALIKOTA MADIUN,**

**Ttd**

**Drs. H. MAIDI, SH, MM, M.Pd.**