

APPRENTICESHIP REPORT

**PT. IVO MAS TUNGGAL
LUBUK GAUNG DUMAI**

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**INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS-RIAU
2023**

APPRENTICESHIP REPORT
PT. IVO MAS TUNGGAL - LUBUK GAUNG
DUMAI

Written as one the conditions for completing Apprenticeship

PUTRI JULIANTI TAMPUBOLON
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Bengkalis, June 13th, 2023


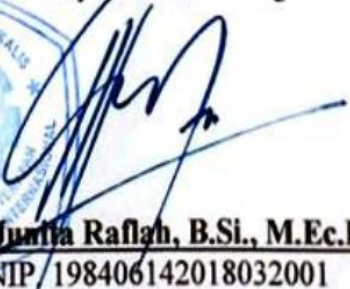
Corporate Social Responsibility
PT. Ivo Mas Tunggal - Lubuk Gaung
Dumai


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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis State Polytechnic is a Polytechnic located in Bengkalis, Riau, Indonesia. The Bengkalis State Polytechnic was established by the Bengkalis Regency government in 2000 under the auspices of the Bangun Insani Foundation (YBI). The Bengkalis State Polytechnic admitted its first batch of students in 2001. In 2011 the Bengkalis State Polytechnic changed its status to become a State University (PTN), through Minister of National Education Regulation No. 28 of 2011, concerning the Establishment of the Organization and Working Procedures of the Bengkalis State Polytechnic. Until finally Bengkalis State Polytechnic officially became a State Polytechnic on December 26, 2011.

Bengkalis State Polytechnic is a vocational campus that educates its students to create proficient minds in various fields. Bengkalis State Polytechnic implements an internship program that is mandatory for all final semester students.

Internship or better known as "Work Practice" or abbreviated KP is a series of activities that include understanding scientific theories or concepts that are applied in the world of work in accordance with the field of study. Internships can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Internships are carried out so that students can understand and apply well about their field of study. In addition, it is also so that students can find out the profession and work atmosphere that are in accordance with their study program. So, an internship is a useful place for students to use as a means to gain knowledge and work experience. Internship is also one of the requirements for obtaining an applied bachelor's degree.

In this program, specifically for International Business Administration Students in semester 8 (Eight) Internship activities are carried out for 4 (Four) months, by choosing their own place and location for the internship. However,

before choosing a place to carry out this program, the apprentice coordinator provides several recommendations for internship places for students. Then from these several choices the author is interested in doing an internship at PT. Ivo Mas Tunggal Lubuk Gaung in Dumai.

The oil industry plays an important role in today's modern society in meeting needs such as heating, electrical energy, and transportation. At the same time, the search for and exploitation of oil resources is one of the main causes of environmental degradation which has raised various sustainable problems. Despite the importance of the oil industry for economic and social activities, supply chain operations and management pays little attention to the challenges that the industry faces in supply chain management.

Cooking oil is a kitchen ingredient that has for a very long time complemented the culinary culture of the Indonesian people which cannot be separated from fried foods and even eating without fried foods feels incomplete. In the past, cooking oil was made from coconut oil and many generations of our ancestors produced their cooking oil from coconuts with simple tools, but now most cooking oil is no longer produced from coconut oil but from palm fruit and has been produced using Modern Technology.

The palm cooking oil industry has very good prospects Good. This is because cooking oil products are included in the Nine staple food whose existence is very important in society, especially Indonesian society. In the era of globalization that continues to grow, many new companies have sprung up, so business competition between companies is getting tougher. Many companies are growing, both of the same type (existing companies) or different ones, to gain wider market opportunities and meet changing consumer tastes.

Companies are required to be efficient in every line to win a business competition or even just to maintain company consistency. The success of a company is determined by several supporting factors owned by the company. Qualified human resources, advanced technology, adequate facilities, and capital are some of the determining factors for success in general.

One of the companies in Dumai engaged in the oil factory (Refinery) owned by Indonesia is PT. Ivo Mas Tunggal Lubuk Gaung, Dumai. PT. Ivo Mas Tunggal is a subsidiary of PT. SMART Tbk, which is engaged in the management of main products, uses Crude Palm Oil (CPO) as raw material for Olein and Stearing products with a production capacity of 3,000 tons/day. In addition, this company also processes Palm Kernel Oil (PKO) with a production capacity of 1200 tons/day of CPO and this PKO comes from the Palm Oil Mill (PKS) both from the PKS itself which is located in Riau, Jambi, Palembang, Bangka Belitung, West and East Kalimantan, as well as from PKS third parties. All products produced will be sold domestically and exported abroad.

1.2 Purpose of the Apprenticeship

The Bengkalis State Polytechnic internship activities for the International Business Administration study program have the following objectives:

1. To describe job descriptions at PT. Ivo Mas Tunggal Dumai.
2. To know the place and time apprenticeship at PT. Ivo Mas Tunggal Dumai.
3. To explain apprenticeship workplace systems and procedures at PT. Ivo Mas Tunggal Dumai.
4. To find out the obstacles and solutions during the implementation of the apprenticeship at PT. Ivo Mas Tunggal Dumai.

1.3 Significances of the Apprenticeship

The internship that was carried out was very beneficial for several parties such as students, companies and the Bengkalis State Polytechnic.

1.3.1 Significances for Students

As for some of the benefits of implementing a practical work program that students get, they are as follows:

1. Get a certificate from the company if you have completed a practical work program.

2. Students can develop working relationships and add experience to their resume.
3. Students have the opportunity to apply theoretical / conceptual knowledge in the real world of work.
4. Students gain practical experience in applying theoretical or conceptual knowledge to their course of study.
5. Students are given the opportunity to be able to analyze problems related to knowledge applied in the world of work according to their study program.

1.3.2 Significances for Companies

The benefits of implementing an internship program are also obtained by companies or institutions that accept internship students, such as:

1. The company will receive labor assistance from apprentice students so that the work becomes a little lighter and easier.
2. The company will be recognized by academics and the world of education.

1.3.3 Significances for State Polytechnic of Bengkalis.

There are several benefits from the implementation of the practical work program obtained by the Bengkalis State Polytechnic, namely as follows:

1. There is cooperation or a good relationship between the campus and the company where the student interns.
2. Bengkalis State Polytechnic can improve the quality of its graduates through student internship experiences.
3. Bengkalis State Polytechnic will be better known in the industrial or corporate world.
4. Bengkalis State Polytechnic receives input from organizations or companies regarding the capabilities of students participating in internships in the world of work.
5. Bengkalis State Polytechnic receives input from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT Ivo Mas Tunggal is located in Lubuk Gaung Village, Sungai Sembilan District, Dumai, Riau Province. PT Ivo Mas Tunggal has a distance of about 18 km from the city of Dumai. This company has adequate means of land transportation (buses) and a port which is quite strategic as an export route abroad. The company also has a production area of 30 hectares. The factory started operating in August 2015 and will continue to grow in the future.

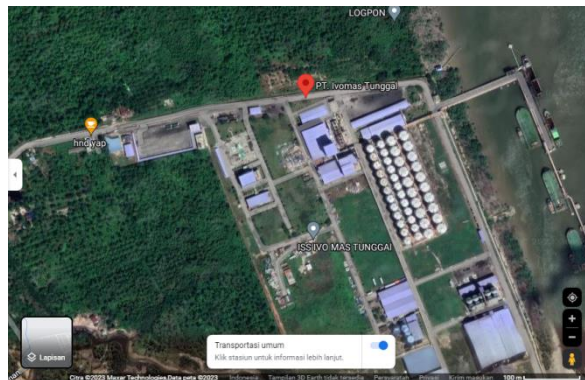


Figure 2.1 Maps PT. Ivo Mas Tunggal Dumai
Source: Processed Data 2023

The Sinar Mas Group was established in 1962 and was founded by a Chinese conglomerate named Eka Tjipta Widjaja who was listed as the 2nd richest businessman in Indonesia in the 2010 edition of Globe magazine. Eka Tjipta Widjaja came to Indonesia at the age of 9. He had set up a subsidiary in India in 1990, but in 2001 sold it to ballapur Industries Limited. At this time, the Sinar Mas Group has companies such as:

1. Sinar Mas Agro Resources and Technology (PT SMART Tbk)
2. Smart Telecom (Smart Seluler, FREN/Smart Fren)
3. Asia Pulp and Paper
4. Bank Sinar Mas Multhiartha
5. Duta Pertiwi Developer and Real Estate

6. Sinar Mas Energy and Mining
7. Perusahaan lainnya, seperti :
 - a. Sinar Mas Trading
 - b. Sinar Mas Telcommunication
 - c. Sinar Mas Cemical

Sinar Mas Agro Resources and Technology Tbk (PT SMART Tbk) is one of Indonesia's largest listed, integrated palm-based consumer companies committed to sustainable palm oil production. Established in 1962, SMART's oil palm plantations currently cover a total area of approximately 139,000 hectares (including plasma plantations). SMART also operates 15 Mills, four core crushing plants and four refineries.

SMART listed its shares on the Indonesia Stock Exchange in 1992. SMART's main activities are jailing and harvesting oil palm fruit, processing fresh fruit bunches into crude palm oil (CPO) and palm kernel, and refining CPO into value-added products such as cooking oil, margarine, and shortening. Currently, PT SMART Tbk is an integrated palm oil processing company starting from nurseries, plantations, and processing of palm oil into products marketed under the SINAR MAS GROUP. Apart from producing bulk and industrial oil, SMART's refined products are also marketed under several trademarks such as Filma and Kunci Mas.

Currently, these trademarks are known for their high quality and command a significant market share in their respective segments in Indonesia. SMART is a subsidiary of Golden Agri-Resources Ltd (GAR) which is one of the largest palm oil-based companies in the world listed on the Singapore Stock Exchange.

SMART also manages all of GAR's oil palm plantations with a planted area of 459,500 hectares (including plasma plantations) in Indonesia as of September 30, 2012. SMART's dispute with its economies of scale in terms of plantation management, information technology, research, development, purchasing of raw materials, and access to a wide marketing network, both domestic and international.



Figure 2.2 PT. Ivo Mas Tunggal Dumai

Source: Processed Data 2023

PT Ivo Mas Tunggal is a subsidiary of PT SMART Tbk which is engaged in processing main products using Crude Palm Oil (CPO) raw materials into Olein and Stearin products with a production capacity of 3000 tons/day. In addition, this company also processes Palm Kernel Oil (PKO) with a production capacity of 1200 tons/day. This CPO and PKO come from the Palm Oil Mill (PKS) both from the PKS itself which are located in Riau, Jambi, Palembang, Bangka Belitung, West and East Kalimantan, as well as from third parties PKS. All products produced will be sold domestically and exported abroad.

PT Ivo Mas Tunggal is located in Lubuk Gaung Village, Sungai Sembilan District, Dumai, Riau. The company has a production land area of 30 hectares. This factory started operating in August 2015. To meet market demand, the company has several certifications as food quality and safety standards. The certifications that PT Ivo Mas Tunggal already has are the Halal Assurance System, RSPO, GMP+B2, ISCC, and HVO certifications obtained in 2015.

2.2 Vision and Mission

Every company has a vision and mission to make the company grow in a better direction. PT Ivo Mas Tunggal has the following vision, mission and culture:

2.2.1 Vision of PT. Ivo Mas Tunggal Dumai

Vision is the big picture, the main goals, and the ideals of a company, institution, person, or organization in the future. The vision of PT. Ivo Mas Tunggal Dumai is “To become the best-integrated agribusiness and global consumer product company and partner of choice”.

2.2.2 Mission of PT. Ivo Mas Tunggal Dumai

Mission PT. Ivo Mas Tunggal Dumai is “Efficiently provide high quality and sustainable agribusiness and consumer products, solutions and services to create added value for stakeholders”.

2.3 Culture of PT. Ivo Mas Tunggal Dumai

Within the company each has its own culture in accordance with the provisions set by the company and the culture used aims to make the company develop even more, while the culture of PT. Ivo Mas Tunggal Dumai is as follows

Performance	: Delivers outstanding performance.
Collaboration	: Work as oneteam.
A sense of belonging	: Just dowhat is best for the company.
Human Resources	: Realizing the potential of the company's human resources.



Figure 2.3 Sinarmas Agri Company Logo

Source: Processed Data 2023

2.4 Code of Ethics of PT. Ivo Mas Tunggal

Within a company, of course, each has a code of ethics, while the code of ethics from PT. Ivo Mas Tunggal Dumai is as follows:

1. The company respects diversity in terms of religion, ethnicity, nationality, and gender. All must be given equal employment opportunities.
2. Employees are not allowed to harass, disturb, threaten, or intimidate other employees.
3. The company provides a safe work environment for employees, and employees must follow existing safety regulations.
4. Employees are required to protect company assets, whether in the form of goods, money, or data.
5. Employees are prohibited from using computers or other work equipment for activities that are not related to the work being carried out.
6. Employees may not provide statements about company activities or company secrets to other parties, including via social media. This prohibition includes taking photos of the work environment and company products.
7. Employees must maintain the confidentiality of company data even after leaving the company.
8. Employees may not have a business/business that can cause a conflict of interest with the company.
9. The company will treat customers and suppliers fairly.
10. Employees are prohibited from accepting gifts or money from company partners, and may not be involved in bribery, corruption or money laundering.
11. The company and employees ensure that all data submitted, including financial data, is true and accurate.
12. The company makes a positive contribution to the environment in which it operates and maintains environmental sustainability.

2.5 Organizational Structure

The organizational structure of the PT Ivo Mas Tunggal Lubuk Gaung company can be seen in Figure 2.4 the following:

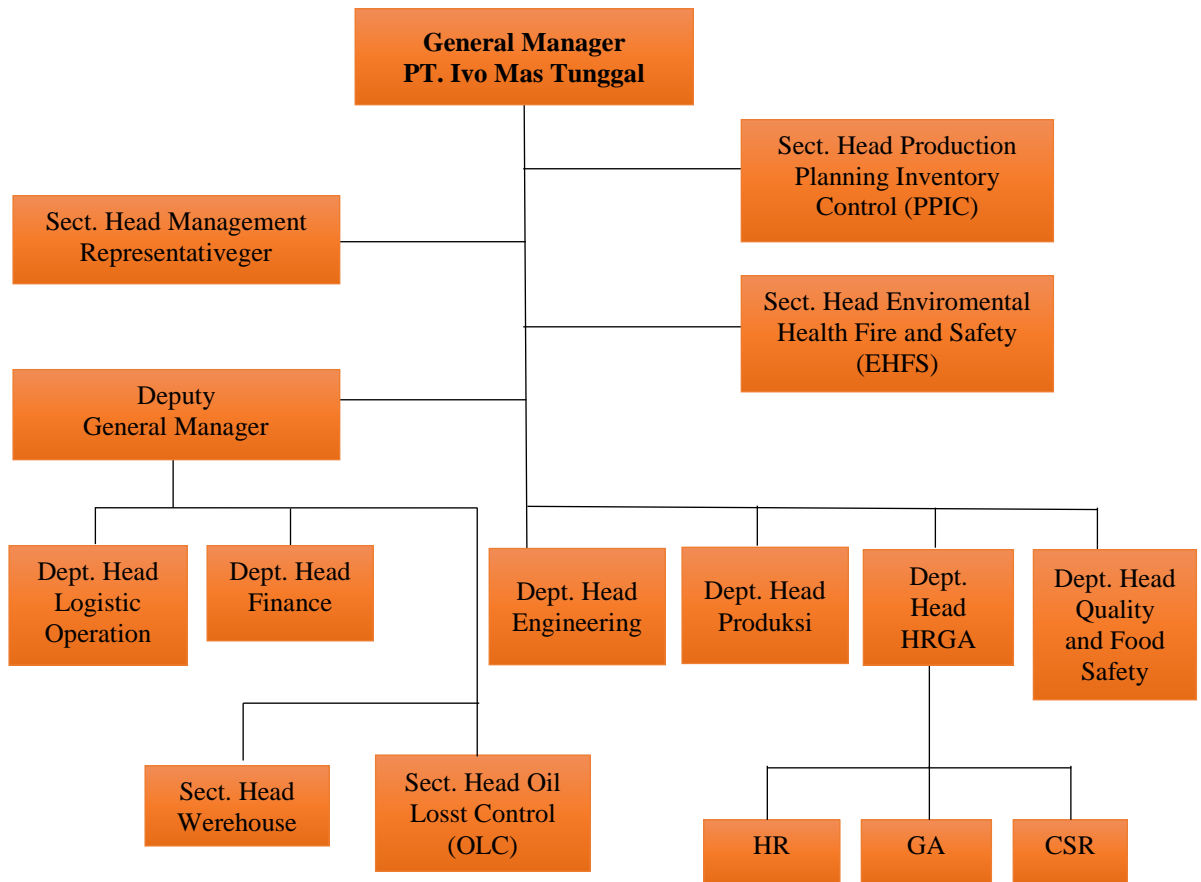


Figure 2.4 Organizational Structure of Company

Source: Processed Data 2023

Based on the organizational structure at PT. Ivo Mas Tunggal, you can see the duties and responsibilities of each position, namely:

1. General Manager

Lead and be responsible for the integrated functioning of the entire manufacturing, production, engineering, quality management, HR & GA, management representative, EHFS, OLC, PPIC, and other supporting functions to ensure the achievement of production targets according to demand by optimizing cost efficiency, quality and stipulated time.

2. Deputy General Manager
To lead and be responsible for coordinating and ensuring the running of all manufacturing, production, engineering, quality management, HR & GA, management representatives, EHFS, OLC, PPIC, and other supporting functions in an integrated manner to ensure the achievement of production targets according to demand by optimizing costs, quality and the specified time.
3. Section Head Management Representative
Responsible for the implementation of management systems FSMS, QMS, SJH, GMP+B2 (2010), ISCC System, RSPO System, and HVO Verification Scheme, ISO 14001: 2004, OHSAS 18001: 2007, SMK3 PP 50 the Year 2012, 5R1SQuM in related sections effective.
4. Section Head Production Planning Inventory Control (PPIC)
Production planning, procurement, and control of materials and production materials as well as monitoring the realization of production and use of materials.
5. Section Head Environmental Health Fire and Safety (EHFS)
Ensuring and maintaining the correct implementation of the EHFS Management System as an effort to prevent accidents, fires, and environmental pollution as well as prevention of occupational diseases.
6. Head of Logistic Operations Department
Responsible for smooth operations for bulk trading in terms of receiving, storing selling, and shipping goods for branded products.
7. Department Head Finance
Responsible for the smooth operation of incoming and outgoing goods (for production)
8. Department Head Engineering
Coordinate all activities related to maintenance, mechanical, electrical, instrumentation and calibration, projects, and utility availability.
9. Department Head Production

Responsible for coordinating and ensuring the running of the production process in an integrated manner to ensure the achievement of production targets according to demand by optimizing cost, quality, and timeliness set.

10. Department Head Human Resources – General Affair

Responsible for the functioning of personnel administration, industrial relations, and security in an integrated manner to ensure the development of human resources, and a safe work environment that can support company goals with the right operational costs.

a. Human Resources (HR)

Responsible for the functioning of personnel administration, industrial relations, and security in an integrated manner to ensure the development of human resources.

b. General Affairs (GA)

Responsible for serving and making requests for purchases of stationery and spare parts related to public facilities, offices, and others.

c. Corporate Social Responsibility (CSR)

Responsible for carrying out social and environmental duties and responsibilities of the Company and managing the extension and keeping of company permits.

11. Department Head Quality and Food Safety

Responsible for coordinating to ensure and maintain that materials, work in process and finished products comply with applicable specifications.

12. Section Head Warehouse

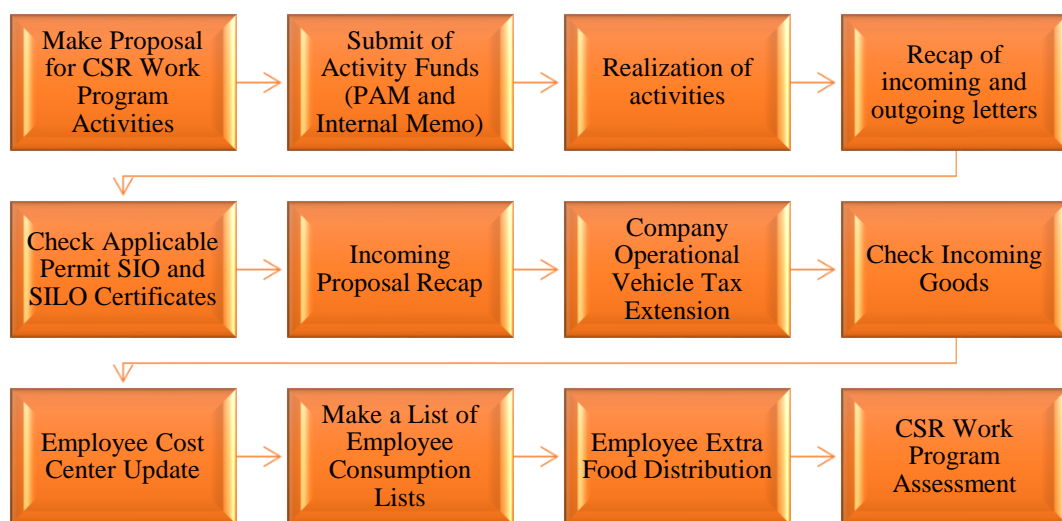
Responsible for the operational warehouse and administrative system in the warehouse to achieve customer satisfaction (internal and external).

13. Section Head Oil Loss Control (OLC)

Responsible for activities in Oil Loss Control which includes land, sea, and weighbridge monitoring activities.

2.6 The Working Process

In this report, the author writes down the assignment of an apprenticeship at PT. Ivo Mas Tunggal Dumai, as for some of the assignments that the author did, namely the work carried out in the CSR (Corporate Social Responsibility) and PERMIT sections as well as the HRGA section. In compiling this report, the author explains how the author's work during the internship at PT. Ivo Mas Tunggal Dumai as follows as follows:



Flowchart 2.2 The author's work is doing an internship at PT. Ivo Mas Tunggal Dumai.

Source: Processed Data 2023

2.7 Document Used for Activity

In carrying out practical work, there are several documents used in daily activities at PT. Ivo Mas Tunggal Dumai is as follows:

1. SILO and SIO Certificates

The SILO and SIO certificates are used to check materials and check the validity period of the permit process from employees and equipment at PT. Ivo Mas Tunggal Dumai, as well as the extension of the SILO and SIO permits.

2. STNK and BPKB of Operational Vehicles

STNK and BPKB are used as a condition for adding company operational vehicles so that they run smoothly.

3. Activity Proposal

Activity proposals are used to submit and realize CSR work programs and activities that support the continuity of company operations, as well as provide funds to people who apply for funding from the company.

4. Internal Memo

Internal Memos are used as short notes or documents for communication within the company, whether it's for fellow departments or different departments.

5. PAM

PAM (Payment Approval Memo) is a document used to submit a payment process within the company, be it for sesame equipment or to vendors who cooperate with the company.

6. List of Names of Employees of Each Section

A list of Employee Names for each Section is used for inputting a list of names that will order food at a certain time

7. Minutes of Handover (BAST)

Minutes of Handover are documents used as written evidence that the goods handed over to parties outside the company have been officially handed over.

8. Outlook Application

The Outlook application is an application used for interactions within the company that supports the process of running all operations in the company

9. Microsoft Teams App

The Microsoft Teams application is an application that is used to hold meetings or gatherings to discuss issues from each section and this application is also often used for webinars that take part in the CSR section.

10. Envelopes

Envelopes are used to collect and secure important documents that will be sent to bulking branches or the head office, and several companies.

CHAPTER III

SCOPE OF THE INTERNATIONAL

3.1 Job Description

During the implementation of Job Training, the author was placed in the CSR and HRGA Sections. This CSR and HRGA section is one of the sections at PT. Ivo Mas Tunggal Lubuk Gaung, Dumai. Section CSR (Corporate Social Responsibility) has the following tasks:

1. Carry out social and environmental duties and responsibilities of the Company.
2. Manage renewal and store company permits.
3. Make correspondence both for Internal and External
4. Responsible for maintaining and making sure that company regulations and obligations can be carried out with full awareness in line with the rights received by employees

The HRGA (Human Resource and General Affair) Section, which is divided into two sections, namely the HR (Human Resource) tasked with dealing with matters relating to employees within the Company, start from the recruitment process, development, and training, evaluation, consulting, administration up to layoffs (termination of employment), while GA (General Affair) has the following:

1. Service and make requests for purchases of stationery and spare parts related to public facilities, offices and others.
2. Make a receipt for goods and make a stock card of each item.
3. Check the items purchased by Cleaning Service every month.
4. Carry out the control process (cleaning, PRP, administration, canteen services, and drivers).

In general, the details of some of the tasks that the author carried out during his internship at PT. Ivo Mas Tunggal Dumai in the CSR and HRGA sections, as follows:

1. Conduct preparations up to the implementation of the Tzu Chi Ds Dumai CSR Work Program (a Compassionate Visit to the Ummi Fadilah Dumai Orphanage)
2. Conduct preparations for SOP Socialization Meetings for Handling Complaints and Handover of Us & COC
3. Prepare for distribution of Code of Ethics Documents, Tell Us Posters, and Safety Procedures Pamphlets directly to their respective Sections
4. Make preparations until the implementation of the activities of the Section Head Leadership Meeting carried out by PT. Ivo Mas Tunggal
5. Check the Validity Period of SIO Permits, Equipment Permits, and Operational Vehicles of PT. Ivo Mas Tunggal.
6. Carry out Gotong Royong 551 activities around the company.
7. Make preparations until the implementation of PT. CSR Communication Forum Activities. Ivo Mas Tunggal Dumai.
8. Make preparations for the implementation of the Cheap Cooking Oil Ramadhan Bazaar for the Community from CSR PT. Ivo Mas Tunggal Dumai.
9. Carry out preparations up to the implementation of the Cheap Cooking Oil Ramadhan Bazaar for all employees and third-party companies from CSR PT. Ivo Mas Tunggal Dumai.
10. Conduct Online Interviews with Prospective New Employees who will join PT. Ivo Mas Tunggal Dumai.
11. Enter Employee Names for Food Ordering Needs for Shift I, II, and III Employees at PT. Ivo Mas Tunggal Dumai.
12. Carry out preparations up to the implementation of the activities of the Coordination Meeting for the Development Plan for Mosque Roads and River Bridges from CSR PT. Ivo Mas Tunggal Dumai.

13. Participate in the Outreach of TB Disease Prevention in the Company's Surrounding Environment.
14. Carry out K3L General Safety Talk Activities at PT. Ivo Mas Tunggal from EHFS.
15. Participate in the 2023 EHFS Talks Webinar "Staying Fit During Fasting" for all Sinarmas divisions through Microsoft Teams from CSR PT. Ivo Mas Tunggal.
16. Check and Submission of SILO/Equipment Permit PT. Ivo Mas Tunggal Dumai.
17. Laminating Poster containing Complaints of Violation of Company Regulations for Employees.
18. Scan and copy of the Company Vehicle Operational License (Expired and Tax Extension).
19. Re-Check the Completeness of Files for All Employees of PT. Ivo Mas Tunggal from the HR Department.
20. Check incoming goods (UHT Milk for Employees) to PT. Ivo Mas Tunggal.
21. Sharing the Code of Ethics, Tell Us Stickers and COC Posters, and Organizational Structure of LKS to Direct Fields in Each Section.
22. Make a Letter of Approval for the installation of support poles on community land.
23. Check E-mail Companies from Internal and Externally.
24. Make articles related to each work program carried out by the CSR section.
25. Make minutes of handover of goods in the HRGA and CSR sections.
26. Make a report on each work program that is carried out from the CSR section.
27. Submit Activity Proposals for work programs from the CSR section.
28. Melakukan Audit Internal dengan GA tentang Legalitas Vendor Kantin di PT. Ivo Mas Tunggal.

3.2 Place of Apprenticeship

Practical Work is carried out after students take semester VIII, Practical Work is carried out for approximately 4 (four) months. Starting from 13th February 2023 to 13 June 2023 at PT. Ivo Mas Tunggal which is located on Jl. Kelapa, RT. 017, Lubuk Gaung Village, Sungai Sembilan District, Dumai City, Riau Province. With conditions of entry from 08.00 WIB to 17.00 WIB for Monday-Friday. On the other hand, in the month of Ramadan, it starts at 07.30 WIB until 16.00 WIB for Monday-Friday.

3.3 Systems and Procedures

The System and job training procedures that have been carried out at PT. Ivo Mas Tunggal Dumai from February 13th to June 13th 2023 in the CSR (Corporate Social Responsibility) Section and HRGA (Human Resource and General Affairs) Section are as follows:

1. Implementation of the CSR Work Program of PT. Ivo Mas Tunggal Dumai
In implementing the CSR work program of PT. Ivo Mas Tunggal Dumai, two things must be done before and after carrying out the work program, namely submitting an approval for proposals for implementing CSR work programs and submitting accountability for the realization of CSR activities
 - a. Submission of Proposal Approval for the Implementation of CSR Work Programs

In conducting this activity the author was tasked with proposing and submitting the implementation of the CSR work program. The author first makes a complete proposal and Internal memo for the CSR program to be implemented and is accompanied by supporting data for other activities, then submits it to the HR Dept. Head first to be signed, after that it is submitted to the GM for Approve. Then the data is sent to the National CSR to be signed by the Head of Administration. After everything is Full Approve, the CSR section submits funds to the Finance section for disbursement of funds, after the disbursement of funds is received by the CSR section, then realizes the activities under the

proposed submission. After the CSR program is implemented, the CSR section must prepare several reporting documents, namely photos of activity realization, handover reports, receipts if any, and attendance if needed. After that, make a media release from the activity and ask for approval from the HR Dept. Head.

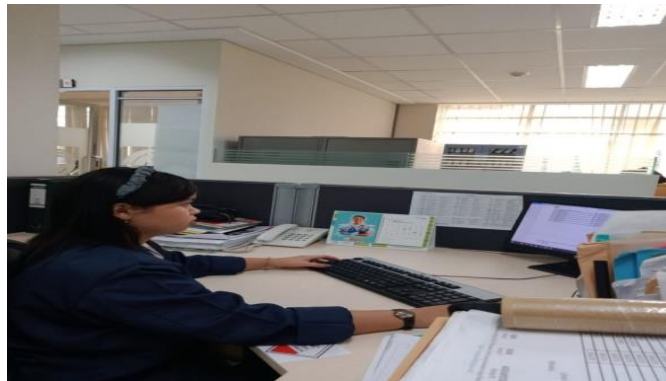
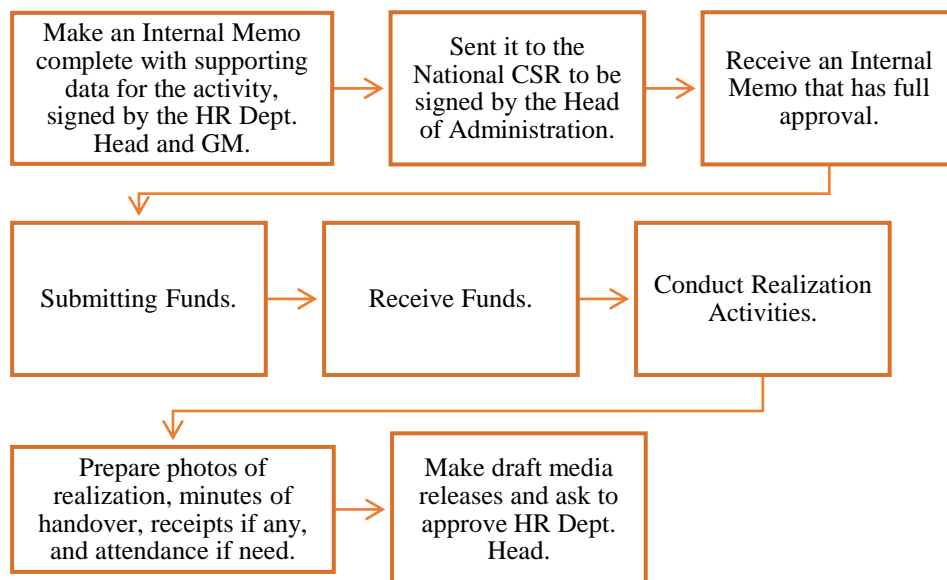


Figure 3.1 Proposal Approval for the Implementation of CSR Work Programs
Source: Processed Data 2023

The several procedures for submitting an approval for the implementation of the CSR work program that must be carried out are as follows:



Flowchart 3.1 Proposal Approval for the Implementation of CSR Work Programs
Source: Processed Data 2023

b. Submission of Accountability for the Realization of CSR Activities

In the activities of the CSR work program, if it has been implemented or carried out, then it must make submissions per responsibility for the realization of CSR activities, namely first making an Internal Memo of Accountability for the activities carried out, and then the author takes photos of the realization of activities, minutes of handover, receipts if any, and attendance if necessary after everything is complete the CSR section submits it to the HR Dept. Head to ask for approval, then send all realization documents to the National CSR for reporting.



Figure 3.2 Submission of Accountability for the Realization of CSR Activities
Source: Processed Data 2023

The several procedures for submitting accountability for the realization of the CSR work program that must be carried out are as follows:



Flowchart 3.2 Submission of Accountability for the Realization of CSR Activities
Source: Processed Data 2023

2. Checking the Expired Period of SIO Licensing (Operator License)

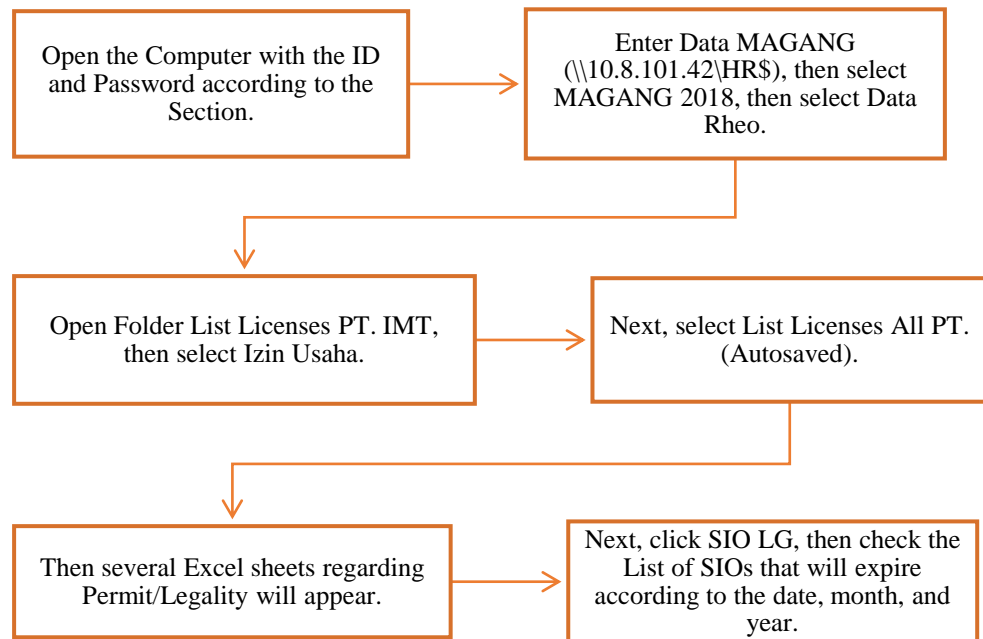
For SIO Permits (Operator Permits) that have a validity period for each SIO, the author is given the task of checking the SIO of employees in the company, starting from opening the computer according to the CSR section password, then entering the Data MAGANG which reads (\10.8.101.42\HR\$), then enter the MAGANG 2018 folder, then select Data Rheo, then open the List Licenses PT folder. IMT, and then enter the Izin Usaha folder, then select the List Licenses All PT (Autosaved) document. After entering the file, select the Excel sheet containing the Permit/Legality in the LG SIO section, then checking the SIO List is carried out according to the name required and the validity period.

No	Nama	No SIO	Jenis	Reminded I	Reminded II	Reminded III	Expired	Keterangan
1	Parolenggar Sibani	48976/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
2	Sitinik Murnanto	48977/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
3	Gino	48978/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
4	Yusuf Kalpina S	48979/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
5	Bina R. Nurulma	48979/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
6	Nurinda Sarnawati	48974/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
7	Dharma Iri Santosa	48975/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
8	Dabim Syahputra	48972/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
9	Bambang Sanjaya	48954/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
10	Wahyudi	48953/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
11	Hendriadi	48952/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
12	Ruchi Hendryastin	48951/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
13	Supriadi	48951/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
14	Mulyadi	48951/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
15	Andy Syahputra	48950/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
16	Iwan Pihendi	48950/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
17	Indan Syahputra	48950/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
18	Puzi Sutrisno	48947/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
19	Cherry Alvin	48947/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
20	Abu Khasim Tanjung	48947/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
21	Dedi Mulyadi	48946/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
22	Suidin	48946/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	
23	Derek Panti	48947/PeranK3-KEB/III/2020-PO	Pelatihan Peran Keselamatan Keluas D	Desember 2022	Januari 2023	Februari 2023	30 Maret 2023	

Figure 3.3 Checking the Expired Period of SIO Licensing (Operator License)

Source: Processed Data 2023

The several procedures for checking the expired period of the SIO permit are as follows:



Flowchart 3.3 Checking SIO Licensing Expired Period

Source: Processed Data 2023

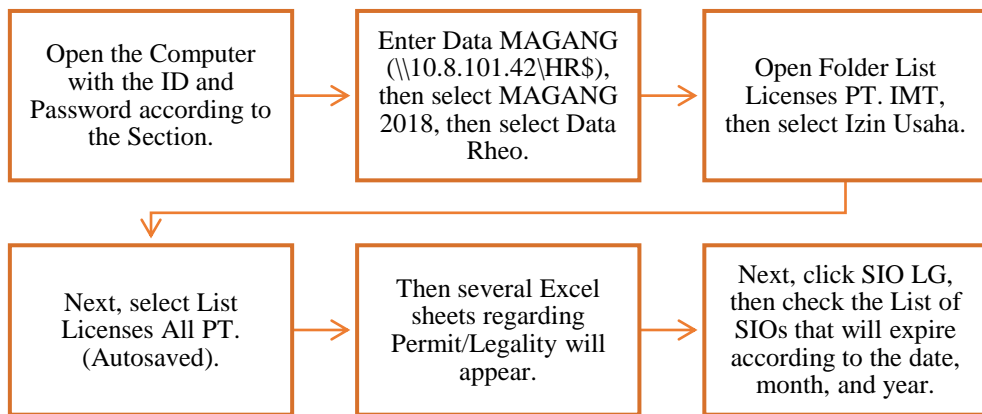
3. Checking the Period of Equipment Permit

In this activity the author gets the task of checking the equipment permit period (SILO) used for factory operations within the company, by first logging into the computer according to the password and CSR section id, then entering the DATA MAGANG with the symbol (\\10.8.101.42\HR\$), then select MAGANG 2018, after that select the Rheo Data folder that leads to the SILO, then open the folder entitled List Licenses PT. IMT, select Izin Usaha, then select List Licenses All PT (Autosaved). After being selected, several Excel sheets related to Permit/Legality appear, then in that file select the sheet entitled LG Heavy Equipment where on the sheet there are all types of equipment used in the company's factories. Then the author begins to check the validity period of the tool to extend the SILO again.

SILO / Izin Peralatan PT.IMT Lubuk Gaung Perpanjangan						
Nama Barang / Instalasi	Instansi/Model	Coor Center	Lokasi	No. Ur. Perizinan	Jenis Permis/Kon	Perizinan Berlaku
Instalasi Listrik	ER 03 (Refinery Oil)	R213NNT	Elektrik Room 03	566/OTK-Trans/LTG/2015/01	1 Tahun	01 Oktober 2023
Instalasi Proteksi Kebakaran	Fire Hydrant System	R213D1EPPS	All Area Hydrant	388/OTK-Trans/PHB/2015/50	1 Tahun	Jan 2023
Instalasi Proteksi Kebakaran	Fire Alarm System	R213D1EPPS	All Area Alarm	01/PHB/TK-P/2017	1 Tahun	Jan 2023
Instalasi Proteksi Kebakaran	Fire Alarm System	R213D1EPPS	Polishing Plant	484R/PH/2022/10	1 Tahun	48480
Elevator Ductler	17 t ton	R213ETT	Silo 1	566/OTK-Trans/PAH-CB/2015/75	1 Tahun	October 2021
Electric Chain Hoist	3 ton	R213RFP	Ruang Filter Press	566/OTK-Trans/PAH-C/2015/79	1 Tahun	Jan 2023
Electric Chain Hoist	3 ton	R213RFP	Ruang Filter Press	566/OTK-Trans/PAH-HC/2020/78	1 Tahun	Jan 2023
Electric Chain Hoist	3 ton	R213RFP	Filter Lift	566/OTK-Trans/PAH-C/2015/76	1 Tahun	Jan 2023
Electric Chain Hoist	3 ton	R213RFP	Nisarga Filter Lantai 3	566/OTK-Trans/PAH-HC/2015/77	1 Tahun	Jan 2023
Wheel Loader 01	3 ton	R213R.R	Area IMT	566/OTK-Trans/PAH/2014/71	1 Tahun	Jan 2023
Wheel Loader 03	4 ton	R213JET	Area IMT	566/OTK-Trans/PAH/2016/93	1 Tahun	Jan 2023
Wheel Loader 01	3 ton	R213RFP	Area IMT	566/OTK-Trans/PAH/2014/72	1 Tahun	Jan 2023
Conveyor Belt	Spent Earth 1	R213B.R	Spent Earth 1	44/PA-M/TK-PK/2017	1 Tahun	Jan 2023
Conveyor Belt	No. 02	R213B.R	LPB	42/PA-M/TK-PK/2017	1 Tahun	Jan 2023
Conveyor Belt	LP Boiler Coal	R213B.R	HP Boiler Coal	45/PA-M/TK-PK/2017	1 Tahun	Jan 2023
Conveyor Belt	No. 05	R213B.R	LPB	44/PA-M/TK-PK/2017	1 Tahun	Jan 2023
Conveyor Belt	Transfer	R213B.R	Transfer LPB	45/PA-M/TK-PK/2017	1 Tahun	Jan 2023
Conveyor Belt	No. 01	R213B.R	No. 01	46/PA-M/TK-PK/2017	1 Tahun	Jan 2023
Conveyor Belt	Spent Earth 2	R213B.R	Spent Earth 2	47/PA-M/TK-PK/2017	1 Tahun	Jan 2023
Senset 1	Ruang Senset	R213NNT	Ruang Senset HR 02	566/OTK-Trans/MD/2015/50A	1 Tahun	Jan 2023
Senset 2	Ruang Senset	R213NNT	Ruang Senset ER 02	566/OTK-Trans/MD/2015/52	1 Tahun	Jan 2023
Senset 3	Ruang Senset	R213NNT	Ruang Senset HR 02	566/OTK-Trans/MD/2015/51	1 Tahun	Jan 2023
Senset 4	Ruang Senset	R213NNT	Ruang Senset ER 02	566/OTK-Trans/MD/2015/50	1 Tahun	Jan 2023
Mobile Crane (Rough Terrain Crane)	Jetty	R213JET	Area IMT	58/PA-M/TK-PK/2018	1 Tahun	Jan 2023

Figure 3.4 Checking the Period of Equipment Permit
Source: Processed Data 2023

The several procedures for submitting accountability for the realization of the CSR work program that must be carried out are as follows:



Flowchart 3.4 Checking Equipment Permit Period
Source: Processed Data 2023

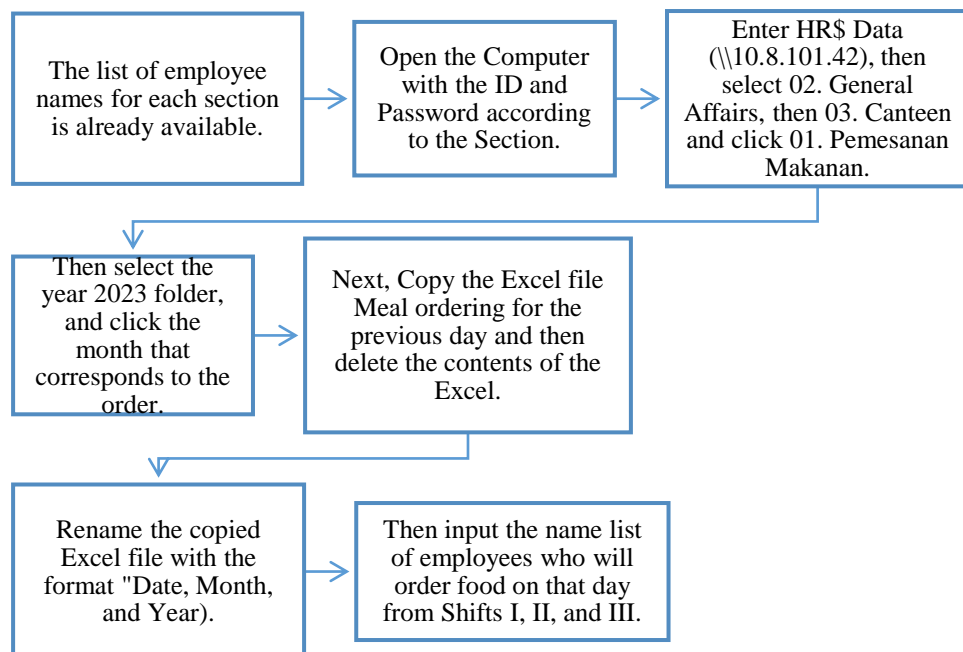
4. Employee Food Order Input

At PT. Ivo Mas Tunggal, all employees are provided with employee meal consumption for each day. For this reason, the GA section is tasked with

ordering employee food from the specified Canteen vendors. In ordering food the employee must go through several processes, namely as follows:



Figure 3.5 Employee Food Order Input
Source: Processed Data 2023



Flowchart 3.5 Employee Food Order Input
Source: Processed Data 2023

5. Conducting Interviews for Prospective New Employees at PT. Ivo Mas Tunggal Online

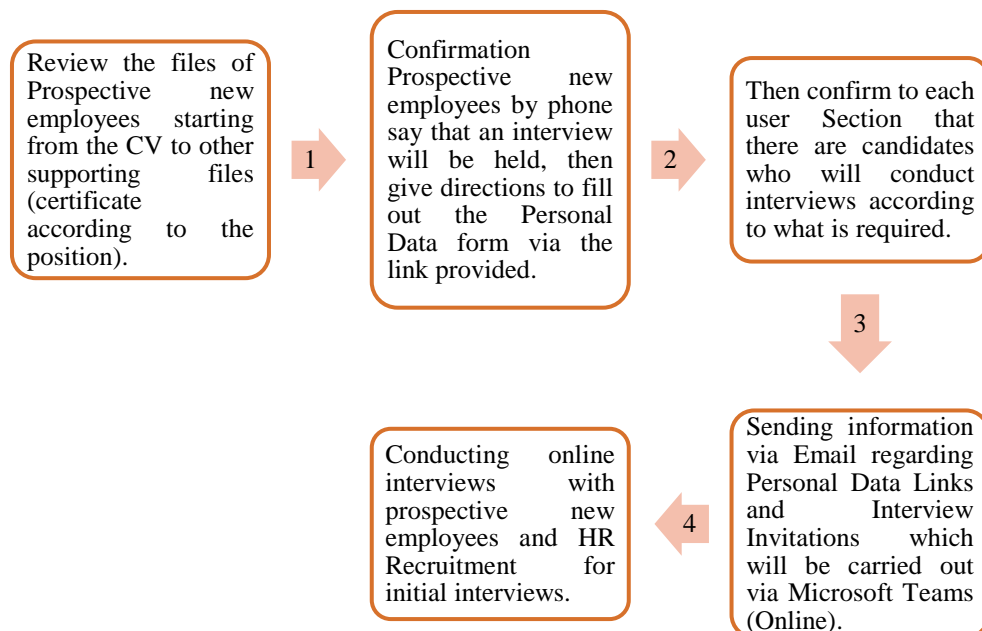
In accepting new prospective employees, they must go through several stages that have been provided by the HR department, one of which is

conducting an initial interview from the HR section for prospective employees who will join PT. Ivo Mas Tunggal Dumai. For this stage the interview is conducted online. The several processes carried out by the HR section before the initial interview is carried out are as follows:



Figure 3.6 Interviews for Prospective New Employees
Source: Processed Data 2023

In conducting an Online Interview for prospective new employees, several processes must be carried out, namely as follows:



Flowchart 3.6 Interview Procedures for Prospective New Employees
Source: Processed Data 2023

In accordance with the monitoring and control process that has been carried out with the Logistics Officer for the Jetty section, we have obtained some data regarding Exports, namely as follows:

1. The products produced and which will be exported to several countries are
 - a. RDBPO (products produced by the company in export loading using white pipes covered with wrapping)
 - b. Olein (products produced by the company in export loading using yellow pipes)
 - c. CPO (products produced by the company in export loading using Orange colored pipes)
 - d. CPKO (products produced by the company in export loading using Green pipes)
2. The payment system used in the product export process from PT. Ivo Mas Tunggal Dumai, namely Advance Payment, where payment is made before the product ordered is delivered or reaches its destination. The process of checking documents related to exports, taxes, and so on is carried out by the export party at Bulking Dumai (Pelindo Dumai).
3. In the process of loading products exported to other countries, several samples must be taken to ensure that the products sent are really of good quality, in this case, PT. Ivo Mas Tunggal conducted 4 (four) samplings, namely
 - a. Sample Manifold
 - b. One Food Sample
 - c. Bottom Sample
 - d. After Loading Samples
4. The export process carried out by PT. Ivo Mas Tunggal Dumai to several countries, in this case, there are two parts that must be known, namely GAI and Non-GAI. GAI (Golden Agri Chartered) is an export activity where the vessels used in the export process are ships originating from Sinarmas, regardless of the destination country for GAI in 2022, namely

Pakistan, India, Italy, USA, Bangladesh, Netherlands, China, Greece, Malaysia, Spain, Saudi Arabia, Myanmar, Belgium. And for Non-GAI (Non-Golden Agri Chartered) is an export activity where the vessels used in the export process are ships from the Importer, while the destination countries for Non-GAI in 2022 are USA, Russia, Mexico, United Arab Emirates, Bangladesh, India, Netherlands, Spain, Italy, South Africa, Greece, Mozambique, Kenya, Belgium, China, Turkey, Malaysia.

5. In the process of loading export products into the container ship used, namely the tank where strict control is carried out in loading so that fatal errors do not occur, to find out the amount that has been put into the tank can be seen on a control screen on the ship where if the numbers in the screen go to number 95 (High Level) means the tank is full, then if it goes to number 98 (Tank Over Fill) it means the tank that is filled has exceeded capacity or is overloaded.
6. After the ship (buyer) arrives at the Jetty area of PT. Ivo Mas Tunggal Dumai, then a document check will be carried out by the Officer of the Jetty, Custom, and Surveyor sections. For Surveyors, there are two parts, namely Surveyors from PT. Ivo Mas Tunggal and Surveyor of the Buyer (Importer).
7. In export activities at PT. Ivo Mas Tunggal has several payment documents namely
 - a. DJBC Billing (held by the Customs and Excise Section)
 - b. Payment Vouchers
 - c. Transaction Status
 - d. Export Payment Note (NPE)
 - e. Goods Export Declaration (PEB)
 - f. Follow-up sheet of complementary customs documents for notification of export of goods.
 - g. Shipping Instruction Schedule.
8. For export ships entering the Jetty PT. Ivo Mas Tunggal has two types of ships, namely Tengkers, Barges, and Tugboats. As for the types of tanker

ships that have leaned on the Jetty, PT. Ivo Mas Tunggal Dumai including,

- a. Hodaka Galaxy
- b. Hoyoushi Park
- c. MT. Stolt Pondo
- d. MT. Stolt Apal
- e. MT. Hafina Messi
- f. MT. Royal Mercury
- g. TBN
- h. MT. Avenca
- i. MT. Global Eos
- j. MT. Sadd Silver

3.4 Kind and Activity of Apprenticeship

Activities that have been carried out during the apprenticeship at PT. Ivo Mas Tunggal Dumai, especially in the CSR and HRGA Sections, as follows:

Table 3.1 Daily Activities February 13th, 2023 to February 17th, 2023

No.	Date And Time	Activity Description	Assignor
1	Monday, February 13 th , 2023	<ol style="list-style-type: none"> a. Introduction Company. b. Explanation regarding safety equipment and induction. c. Explanation regarding the Code of Ethics from the Company. d. The division of each section/division is following the results of the interviews conducted. e. Scan of documents for Operator work contract extension at PT. Ivo Mas Tunggal. f. Check E-mail inbox and procurement process. 	CSR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, February 14 th , 2023	<ol style="list-style-type: none"> a. Create and send data on SBKD Workers b. Check and understand the procedures for CSR program activities c. Make a copy of the document from LPOMK PT. Ivo Mas Tunggal d. Understand the documents related to CSR Ivo Mas Tunggal Dumai. 	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, February 15 th , 2023	<ol style="list-style-type: none"> a. Check e-mail inboxes from the internal company. b. Preparation of PAM (Payment Approval Memo) for invoices from PT. Pelabuhan 	CSR PT. IVO MAS TUNGGAL DUMAI

		Indonesia c. Make a Copy of PAM for PT. Pelabuhan Indonesia.	
4	Thursday, February 16 th , 2023	a. Grouping and archiving equipment certificates and deeds PT. Ivo Mas Tunggal b. Scan and make a copy of the CSR (School Scholarship) program document. c. Scan the ISO change/issue proposal document. d. Scan and make a copy of the meeting attendance list regarding the latest WI GA socialization.	CSR PT. IVO MAS TUNGGAL DUMAI
5	Friday, February 17 th , 2023	a. Print and edit employee LPOMK for the week. b. Scan of the STNK of the company's vehicles in 20233 c. Scan of LPOMK company employees d. Propose the CSR Tzu Chi Orphanage visit.	CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.1 is the first week the author carried out Job Training activities at PT. Ivo Mas Tunggal Dumai. This week the author is given an explanation regarding Safety Induction in the Company, studying and understanding related documents and CSR work programs of PT. Ivo Mas Tunggal, then grouped and archived PT. Ivo Mas Tunggal.

Table 3.2 Daily Activities February 20th, 2023 to February 24th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, February 20 th , 2023	a. Make PAM on the invoice from PT. Pelindo Dumai b. Make a list of license lists according to the order c. Make copies of the weekly industry reports. d. Make a copy and scan of the activity proposal from the Tzu Chi Project (Orphanage Visit).	CSR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, February 21 st , 2023	a. Make a list of SIO fire lists according to the order. b. Make a letter of agreement for the installation of support poles. c. Send internal e-mails related to operational vehicle STNK scan documents.	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, February 22 nd , 2023	a. Print CSR SOP/provisions regarding corporate social assistance b. Confirming the continuation regarding TKBM data at PT. Ivo Mas Tunggal c. Preparation of procurement of goods for Tzu Chi Sinar Mas Project Worker Dumai.	CSR PT. IVO MAS TUNGGAL DUMAI
4	Thursday, February 23 rd , 2023	a. Make a WI List (Work Instruction) from PT. IMT, section GA (General Affairs) b. Send internal e-mails regarding TKBM	GA & CSR

		(Loading Workforce) at PT. Ivo Mas Tunggal c. Make a list of SOP (Standard Operation Procedure) List at PT. Ivo Mas Tunggal, Dept. GA (General Affair). d. Make copies of GA documents.	PT. IVO MAS TUNGGAL DUMAI
5	Friday, February 24 th , 2023	a. Preparation of packing donations for Tzu Chi orphanage visit Tzu Chi Work Program. b. Make AC handover event minutes at GA Officer. c. Make a production Utility Data on the draft LPOMK PT. Ivo Mas Tunggal per week for the period 17-23 February 2023. d. Check and send messages via company internal e-mail regarding vendor documents for the company. e. Send production data via internal e-mail PT. Ivo Mas Tunggal to the production section. f. Make a copy of the 2022 Quarter IV 2022 CSR Program Realization Report.	CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.2 is the second week of the author's practical work at PT. Ivo Mas Tunggal Dumai. This week the author was given several assignments with two different sections, namely the CSR section and the HRGA section.

Table 3.3 Daily Activities February 27th, 2023 to March 3rd, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, February 27 th , 2023	a. Make copies of business travel documents. b. Make copies and scans of PT. Ivo Mas Tunggal employee vehicle rights waiver letters c. Make and print the minutes of the document handover of employee vehicles. d. Check the period of equipment permit PT. Ivo Mas Tunggal e. Make a list of Equipment/Installation Price Lists PT. Ivo Mas Tunggal, which will be resubmitted for the extension period. f. Check and adjusting license list prices with the latest prices for 2023.	CSR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, February 28 th , 2023	a. Check the overtime warrant for employees of PT. Ivo Mas Tunggal by the employee's finger print absence. b. Advanced check for list license prices with the latest prices in 2023. c. Enter employee data with problems in overtime attendance via fingerprint. d. Send company internal e-mails regarding employee cop final cuts.	GA & CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, March 1 st , 2023	a. Make a copy of the minutes of equipment handover. b. Check the price list for equipment/installation	CSR PT. IVO MAS TUNGGAL

		of PT. IMT Sem 2. c. Send company internal e-mail regarding internal memo realization of CSR activities in 2022	DUMAI
4	Thursday, March 2 nd , 2023	a. Make a copy of the new employee file checklist. b. Make a list of KOP worker data TKBM Tersus PT. Ivo Mas Tunggal. c. Archive recap employee meal request attendance. d. Recheck Vehicle STNK and send it via Company Internal E-mail e. Conduct internal recheck memo realization of CSR activities in 2022 related to the Cooking Oil Bazaar and Educational Scholarships. f. Create a list of training questions on google forms and QR barcodes for prospective new employees	GA & CSR PT. IVO MAS TUNGGAL DUMAI
5	Friday, March 3 rd , 2023	a. Prepare Items for the Tzu Chi Work Program Visit to the Ummi Fadilah Dumai Orphanage. b. Create and print production utilities data on the draft LPOMK PT. Ivo Mas Tunggal per week for the period 23 February to 02 March 2023. c. Recap employee daily employee attendance log PT. Ivo Mas Tunggal. d. Conduct the Tzu Chi CSR work program visiting the Ummi Fadilah Dumai Orphanage.	CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

From Table 3.3 it is the third week the authors do practical work at PT. Ivo Mas Tunggal Dumai. This week the author was given several assignments from different sections the same as last week.

Table 3.4 Daily Activities March 6th, 2023 to March 10th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, March 6 th , 2023	a. Make articles related to orphanage social visit activities. b. Make reports on the realization of orphanage visits (minutes of handover, volunteer absenteeism, proof of distribution, list of beneficiaries, and documentation). c. Print and make a copy of the PAM document for the additional sharing CSR program for building the country (housing development). d. Recap employee daily employee attendance log PT. Ivo Mas Tunggal. e. Make the latest price list from the equipment list in Dumai Bulking. f. Incoming goods check (UHT Milk for Employees).	CSR & GA PT. IVO MAS TUNGGAL DUMAI

2	Tuesday, March 7 th , 2023	<ul style="list-style-type: none"> a. Recap of employee absentee daily records PT. Ivo Mas Tunggal b. Expiring STNK tax check in April – July 2023 c. Make a completion and scanning of BPKB documents and notes on the company's operational vehicles. d. Laminating important documents of employees of PT. Ivo Mas Tunggal e. Make Pelindo PAS Card receipts (Amount of Entrance Fee) for employees of PT. Ivo Mas Tunggal. f. Send important documents to PT. Aneka Sukses Sejahtera. g. Sorting Employee Service Clothes PT. Ivo Mas Tunggal 	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, March 8 th , 2023	<ul style="list-style-type: none"> a. Preparation for the leader meeting section head activities which will be held on 10-11 march 2023. b. Print a copy of the land rights certificate from PT. Oleochemical Sejahtera Mas. c. Recap employee daily employee attendance log PT. Ivo Mas Tunggal. 	CSR PT. IVO MAS TUNGGAL DUMAI
4	Thursday, March 9 th , 2023	<ul style="list-style-type: none"> a. Make copies and scans of new employee biodata as archives for HR. b. Check the factory area inspection schedule according to what has been determined. c. Send proof of physical check and STNK of the company's operational vehicles to the Jakarta Head Office. d. Recap employee daily employee attendance log PT. Ivo Mas Tunggal. 	CSR PT. IVO MAS TUNGGAL DUMAI
5	Friday, March 10 th , 2023	<ul style="list-style-type: none"> a. Take a formal employee photos to make the latest Nametag on Employee Data. b. Check the expired period for forklift and loader operator SIO extension for employees who are still actively working at the company. c. Recap employee daily employee attendance log PT. Ivo Mas Tunggal. 	PERMITS & CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

In Table 3.4 is the fourth week of Job Training at PT. Ivo Mas Tunggal Dumai. This week the author is given several assignments with one section but different sections, namely CSR and PERMIT (Company Licensing).

Table 3.5 Daily Activities March 13th, 2023 to March 17th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, March 13 th , 2023	<ul style="list-style-type: none"> a. Take formal employee photos to make the latest nametag on employee data. b. Create and send Tzu Chi Activity realization 	CSR PT. IVO MAS TUNGGAL

		<p>report documents to the Head Office in Jakarta.</p> <p>c. Make a project plan arrangement regarding the Assessment of the CSR Program of PT. Ivo Mas Tunggal has been implemented in the community.</p> <p>d. Laminating pamphlets containing complaints of employees not complying with company regulations.</p>	DUMAI
2	Tuesday, March 14 th , 2023	<p>a. Take formal employee photos to make the latest nametag on employee data.</p> <p>b. Laminating pamphlets containing complaints of employees not complying with company regulations.</p> <p>c. Doing a recap of goods delivery receipts from PT. Ivo Mas Tunggal</p> <p>d. Make receipts for Payment of Meal Fees for Shift and Non-Shift Employees for February.</p> <p>e. Make minutes of handover of disposal goods for operational vehicle ownership of PT. SMART Tbk</p> <p>f. Make a list of operational vehicle travel lists in January - February from Sec. General Affairs PT. Ivo Mas Tunggal.</p>	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, March 15 th , 2023	<p>a. Take formal employee photos to make the latest nametag on employee data.</p> <p>b. Make a lunch list for employees who are in shift 1.</p> <p>c. Create archives for courier orders PT. Ivo Mas Tunggal period January – February 2023</p> <p>d. Update the Latest Employee Data.</p>	GA PT. IVO MAS TUNGGAL DUMAI
4	Thursday, March 16 th , 2023	<p>a. Create archives for courier orders PT. Ivo Mas Tunggal Period January – February 2023</p> <p>b. Take formal employee photos to make the latest nametag on employee data.</p> <p>c. Create an online form (google form) for the Community Satisfaction Index Survey for the CSR Program of PT. Ivo Mas Tunggal.</p> <p>d. Make a copy and scan of the Statement of Return of Operational Vehicle Names for Employees of PT. Ivo Mas Tunggal.</p> <p>e. Check and submitting silo files / equipment permits of PT. Ivo Mas Tunggal (Farm & Boiler Tank) via Company E-mail.</p> <p>f. Make receipts for breakfast and lunch for employees of PT. Ivo Mas Tunggal.</p>	CSR PT. IVO MAS TUNGGAL DUMAI
5	Friday, March 17 th , 2023	<p>a. Take formal employee photos to make the latest nametag on employee data.</p> <p>b. Make a list of absentees for Code of Ethics card recipients, work violation stickers, Tell Us & COC posters.</p> <p>c. Prepared SOP Complaints Handling Socialization Meetings and Handover of Tell Us & COC Posters for each Area.</p>	GA & CSR PT. IVO MAS TUNGGAL DUMAI

		d. Continue create archives recap courier orders PT. Ivo as Tunggal Period January – February 2023	
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Source: Processed Data 2023

Table 3.5 is the fifth week the authors carry out Job Training at PT. Ivo Mas Tunggal Dumai. This week the author is given a project and several assignments for the project.

Table 3.6 Daily Activities March 20th, 2023 to March 24th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, March 20 th , 2023	<ul style="list-style-type: none"> a. Make a 2023 CSR permit reporting documentation ppt b. Make minutes of handover of operational vehicles of PT. Ivo Mas Tunggal. c. Edit Nametag Photo File Documents to be sent to HO for processing. d. Make a Scan of the Minutes of Work Completion Documents for the GA section. 	GA & CSR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, March 21 st , 2023	<ul style="list-style-type: none"> a. Make an assessment of the cleaning service vendor evaluation in February 2023. b. Participate in the 2023 EHFS Talks Webinar "Tetap Fit Selama Puasa" via Microsoft Teams from CSR PT. Ivo Mas Tunggal Sinarmas. c. Conduct an internal audit regarding the legality of canteen vendors with PT. Jasmine and PT. Thamrin from General Affairs. d. Edit Nametag Photo File Documents to be send to the HO for processing. 	GA & CSR PT. IVO MAS TUNGGAL DUMAI
3	Thursday, March 23 rd , 2023	<ul style="list-style-type: none"> a. Recap employee daily employee attendance log PT. Ivo Mas Tunggal. b. Continue edit nametag photo file documents to be send to the HO for processing. c. Make a Ramadhan Bazaar Proposal (Cheap Cooking Oil) Work Program from CSR PT. Ivo Mas Tunggal in 2023. d. Send files and STNK PT. Ivo Mas Tunggal operational cars for the extension of the validity period to the Jakarta Head Office. e. Input memo internal numbering list from 2019-2023. 	CSR PT. IVO MAS TUNGGAL DUMAI
4	Friday, March 24 th , 2023	<ul style="list-style-type: none"> a. Create a goods release form b. Make canteen recap (employee food orders) in January - March 2023 c. Make evidence of distribution of social funds (Recipients of Scholarship Funds Unit Xie Li Ds. Dumai) CSR Tzu Chi. d. Make archives of domestic waste payment notes at PT. Ivo Mas Tunggal. e. Make minutes of delivery of domestic waste from PT. Ivo Mas Tunggal. 	CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.6 is the sixth week the authors carry out practical work at PT. Ivo Mas Tunggal Dumai. This week the author was given several different assignments.

Table 3.7 Daily Activities March 27th, 2023 to March 31st, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, March 27 th , 2023	<ul style="list-style-type: none"> a. Make documents for bidding Bazaar Prices for Cooking Oil. b. Continuation of making canteen recap (employee food orders) in January - March 2023. c. Tidying up employee nametag photo files before sending them to the Company HO. 	CSR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, March 28 th , 2023	<ul style="list-style-type: none"> a. Send important documents (BPKB, STNK, and Letter of BA for Vehicle Delivery) for extension and transfer of company operational vehicle names to the Jakarta Head Office. b. Make courier recaps for pickup guests who visit PT. Ivo Mas Tunggal. 	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, March 29 th , 2023	<ul style="list-style-type: none"> a. Continue make courier recaps for pickup guests visiting PT. Ivo Mas Tunggal and send it to the General Affairs section. b. Continue make canteen recap (employee food orders) in March 2023. c. Make a Soft Copy of the Company Regulation Draft Document File. d. Make receipt of collection of Tank Volume table certificates (A7, A8, and B8) for the Logistics Department. 	CSR PT. IVO MAS TUNGGAL DUMAI
4	Thursday, March 30 th , 2023	<ul style="list-style-type: none"> a. Make a summary and calculate cooperative profits in July-December 2022 b. Make a summary and calculate cooperative profits in January-March 2023 c. Make a recap of receiving application letters and proposals that Enter the CSR section d. Checking and arranging incoming goods for the operational needs of PT. IMT, Bulking, and Customs. 	CSR PT. IVO MAS TUNGGAL DUMAI
5	Friday, March 31 st , 2023	<ul style="list-style-type: none"> a. Make a Bipartite LKS Organizational Structure at PT. Ivo Mas Tunggal b. Make employee consumption recap from shifts 1-3 for January – March 2023 c. Distribution and make receipts from the company's code of ethics documents in the Socialization of SOP Complaints Handling from HR. d. Participate in health outreach activities on the prevention of tb disease in the Surrounding Environment at PT. Ivo Mas Tunggal. e. Make proof of goods release form (domestic waste). 	CSR PT. IVO MAS TUNGGAL DUMAI

		f. Make minutes of delivery of domestic waste from PT. Ivo Mas Tunggal	
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Source: Processed Data 2023

Table 3.7 is the seventh week the authors carry out Job Training activities at PT. Ivo Mas Tunggal Dumai. For this week, the author was given several different jobs but still had one CSR section.

Table 3.8 Daily Activities April 3rd, 2023 to April 6th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, April 3 rd , 2023	<ul style="list-style-type: none"> a. Participate in the Implementation of the K3L General Safety Talk in the PT. Ivo Mas Tunggal. b. Scan and make a copy of the Fund Assistance Proposal for the Construction of a Temple House of Worship. c. Make a copy of the Community Satisfaction Assessment Document for CSR PT. Ivo Mas Tunggal d. Preparation to carry out a CSR Assessment directly to the community around PT. Ivo Mas Tunggal. e. Make evidence of receipt of education scholarship from the PT. Ivo Mas Tunggal CSR Work Program. 	CSR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, April 4 th , 2023	<ul style="list-style-type: none"> a. Make a List of Target Partnerships Survey Assessment CSR Work Programs. b. Distribute and making receipts from the company's code of ethics documents in the Socialization of SOP Complaints Handling from HR. c. Collect Receipts from the distribution of the Company's Code of Ethics. d. Continue make canteen recap (employee food orders) in March 2023. e. Prepare and Send Important Items to the Jakarta Head Office (HO). 	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, April 5 th , 2023	<ul style="list-style-type: none"> a. Conduct sampling from local residents (RT 14, RT 15, and RT 17) and companies that experience PT. Ivo Mas Tunggal. b. Make a Scan of documents and revoke files + invoices from the operational vehicle License of PT. Ivo Mas Tunggal (B 2572 PFF, B 2343 PFF, B 2383 PFF). 	CSR PT. IVO MAS TUNGGAL DUMAI
4	Thursday, April 6 th , 2023	<ul style="list-style-type: none"> a. Continue make scan of documents and withdraw files + invoices from PT. Ivo Mas Tunggal (B 2572 PFF, B 2343 PFF, B 2383 PFF). b. Make canteen recap (employee food orders) in April 2023. 	CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

In Table 3.8 it is the eighth week the authors carry out Job Training activities at PT. Ivo Mas Tunggal Dumai. This week the author is given several different assignments in the same Section.

Table 3.9 Daily Activities April 10th, 2023 to April 14th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, April 10 th , 2023	<ul style="list-style-type: none"> a. Send Tzu Chi Educational Scholarship Work Program Realization Documents to the HO for the Activity Fund Disbursement process. b. Make an invitation letter "Breaking Together" to Every Stakeholder concerned with PT. Ivo Mas Tunggal Dumai. c. Make a letter of application for registration of New LKS Management of PT. Ivo Mas Tunggal to the Head of the Dumai City Manpower Service. d. Arrange employee nametag cards following the Section of Each Department. 	CSR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, April 11 th , 2023	<ul style="list-style-type: none"> a. Make a coupon list for the Ramadhan Cooking Oil Bazaar PT. Ivo Mas Tunggal b. Make a list of assistance proposals entering CSR PT. Ivo Mas Tunggal c. Make minutes of handover of names for operational vehicles of employees of PT. Ivo Mas Tunggal. d. Send Files and STNK to PT. Aneka Sukses Sejahtera. e. As a committee in the implementation of the 2023 CSR Communication Forum. f. Participate in breaking the fast event with all employees of PT. Ivo Mas Tunggal and Orphanage Children. 	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, April 12 th , 2023	<ul style="list-style-type: none"> a. Make coupons for participants in the Ramadhan Cooking Oil Bazaar held by CSR PT. IMT b. Make Archives of Receipts for Refinery Employees' Snack Purchases in March 2023. c. Add a list of entrance assistance proposals to PT. Ivo Mas Tunggal. 	CSR PT. IVO MAS TUNGGAL DUMAI
4	Thursday, April 13 th , 2023	<ul style="list-style-type: none"> a. Make scans of filing documents for all employees of PT. ISS Indonesia for Internal Audit at PT. Ivo Mas Tunggal. b. Make additional coupons for participants in the Ramadhan Cooking Oil Bazaar by CSR PT. Ivo Mas Tunggal. c. Make a list of coupon numbers and preparation for conducting the Ramadhan Cooking Oil Bazaar. 	CSR PT. IVO MAS TUNGGAL DUMAI
5	Friday, April 14 th , 2023	<ul style="list-style-type: none"> a. Conduct the Ramadhan Cooking Oil Bazaar which is located in front of PT. Oleochemical Sejahtera Mas for the community (RT. 014, RT. 015, RT. 017). 	CSR PT. IVO MAS TUNGGAL DUMAI

		b. Make minutes of the delivery of cooking oil to the PKK Team.	
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Source: Processed Data 2023

Table 3.9 is the ninth week the authors carry out Job Training activities at PT. Ivo Mas Tunggal Dumai. This week the author was given several assignments from the CSR Section.

Table 3.10 Daily Activities April 17th, 2023 to April 21st, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, April 17 th , 2023	a. Create Archives receipt of Goods Shipping documents via Tiki from PT. IMT b. Conduct a Ramadhan Cooking Oil Bazaar for All Employees and third Party Workers in the area of PT. IMT.	GA & CSR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, April 18 th , 2023	a. Preparation for meeting activities starting from making a list of attendees for the Coordination Meeting on the Mosque Road and River Bridge Construction Plans from CSR PT. IMT b. Make a copy of the coordination meeting invitation list. c. Make a list of receipts of cooking oil for several agencies. d. Participate in activities as a receptionist in the coordination meeting for the road and river bridge construction plans from CSR PT. Ivo Mas Tunggal e. Make a CSR report from the activities of the Ramadhan Cooking Oil Bazaar.	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, April 19 th , 2023	a. Make a list of names for food orders for Shift I, II, and III Employees on Wednesday, April 19, 2023. b. Prepare Ramadhan sharing goodie bags for communities around the company. c. Make a form for releasing oil delivery goods to the Dumai City Service. d. Make a recap receipt of courier orders PT. IMT in March 2023. e. Make Scan Documents from KPI (Appraisal Form) Weekly PT. ISS and minutes of work completion for each respective department at PT. Ivo Mas Tunggal.	GA & CSR PT. IVO MAS TUNGGAL DUMAI
4	Thursday, April 20 th , 2023	a. Make a list of names for food orders for Shift I, II, and III Employees on Thursday, April 20, 2023. b. Make a Bipartit LKS Decree PT. Ivo Mas Tunggal, Dumai. c. Make a List of employee milk orders for the April 2023 Period d. Make proof of goods release form (Domestic	GA & CSR PT. IVO MAS TUNGGAL DUMAI

		Waste). e. Make a Minutes of Delivery of Domestic Waste from PT. IMT f. Make an assessment of the evaluation of Cleaning Service Vendors in March 2023.	
5	Friday, April 21 st , 2023	a. Calculate sales results at the Ramadhan Cooking Oil Bazaar PT. IMT. b. Make a list of names for food orders for Shift I, II, and III Employees on Friday-Monday, 21-24 April 2023	CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.10 is the tenth week the authors carry out Job Training at PT. Ivo Mas Tunggal Dumai For this week the author is given assignments.

Table 3.11 Daily Activities April 25th, 2023 to April 28th, 2023

No.	Date And Time	Activity Description	Assignor
1	Tuesday, April 25 th , 2023	a. Participate in Eid Gathering Together PT. Ivo Mas Tunggal Dumai b. Make a list of names for food orders for Shift I, II, and III Employees on Tuesday, April 25, 2023.	CSR PT. IVO MAS TUNGGAL DUMAI
2	Wednesday, April 26 th , 2023	a. Confirmation of Budgeting related to the Ramadhan Cooking Oil Bazaar to PT. IMT b. Make a list of names for food orders for Shift II and III Employees on Tuesday, April 25, 2023.	CSR PT. IVO MAS TUNGGAL DUMAI
3	Thursday, April 27 th , 2023	a. Doing recap of garbage transportation from PT. Ivo Mas Tunggal b. Conduct Online Interviews with prospective new employees at PT. Ivo Mas Tunggal c. Send documents for returning COP vehicle names and revoking files on B2378 PFF operational vehicles. d. Make a receipt of bipartite LKS Structure PT. Ivo Mas Tunggal Dividing Bipartite LKS Structures Directly to each Department.	HRGA & CSR PT. IVO MAS TUNGGAL DUMAI
4	Friday, April 28 th , 2023	a. Completed the distribution of tell us, code of ethics cards, and posters of work procedures to each department. b. Make proof of goods release form (Domestic Waste). c. Make minutes of delivery of Domestic Waste from PT. Ivo Mas Tunggal d. Examine the completeness of employee documents for each department.	HR & CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.11 is the eleventh week the author does an internship at PT. Ivo Mas Tunggal Dumai. This week the author is given several different assignments from different sections as well.

Table 3.12 Daily Activities May 2nd, 2023 to May 5th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Tuesday, May 2 nd , 2023	<ul style="list-style-type: none"> a. Make a copy of the minutes of the meeting at the bridge repair continuation Coordination Meeting. b. Revise the structure of LKS Bipartite PT. Ivo Mas Tunggal c. Make a letter of support for the construction of a mosque river bridge for each company. d. Send Bipartite LKS Structure Files, Company Code of Ethics, and Tell Us to Dumai Bulking. 	CSR PT. IVO MAS TUNGGAL DUMAI
2	Wednesday, May 3 rd , 2023	<ul style="list-style-type: none"> a. Make a work program report that has been implement and will be implement on CSR, Tzu Chi, and the Sinarmas Association for 2023. b. Make Mapping for CSR PT. Ivo Mas Tunggal, Tzu Chi and the Sinarmas Association in 2023 	CSR PT. IVO MAS TUNGGAL DUMAI
3	Thursday, May 4 th , 2023	<ul style="list-style-type: none"> a. Continue to make CSR mapping for PT Ivo Mas Tunggal, Tzu Chi, and the Sinarmas Association in 2023. b. Send important documents to Jakarta Head Office. c. Receiving and checking incoming goods (UHT Milk for Employees). 	CSR PT. IVO MAS TUNGGAL DUMAI
4	Friday, May 5 th , 2023	<ul style="list-style-type: none"> a. Industrial Literacy Insights CSR Report making seminar held at SMP N 6 Dumai. b. Send Bipartite LKS documents to Dumai City Manpower Office. c. Continue the creation of CSR Mapping for the Marunda Industrial Area, North Jakarta. 	CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.12 is the twelfth week the author carries out internship activities at PT. Ivo Mas Tunggal Dumai. This week the author is given several different assignments from the same section.

Table 3.13 Daily Activities May 8th, 2023 to May 12th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, May 8 th , 2023	Permission	
2	Tuesday, May 9 th , 2023	<ul style="list-style-type: none"> a. Make a scan of the STNK of the Company's Operational vehicles. b. Make a memorandum for submitting funds for print media publishing Dumai City Anniversary Greeting Ads. 	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, May 10 th , 2023	<ul style="list-style-type: none"> a. Create proof of goods release form (Domestic Waste) from PT. Ivo Mas Tunggal. b. Make minutes of delivery of Domestic Waste to PT. Berkah Iboe Negeri Dumai. 	CSR PT. IVO MAS TUNGGAL DUMAI

		<ul style="list-style-type: none"> c. Making recap of Operational Vehicle Expenses PT. Ivo Mas Tunggal. d. Make minutes of Domestic Waste submission trip 1 by PT. Ivo Mas Tunggal Dumai. 	
4	Thursday, May 11 th , 2023	<ul style="list-style-type: none"> a. Make a list of names for food orders for shift I, II, and III Employees on Tuesday, April 25, 2023. b. Create proof of goods release form (Domestic Waste) from PT. Ivo Mas Tunggal. c. Make minutes of Domestic Waste submission trip 2 by PT. Ivo Mas Tunggal Dumai. 	GA PT. IVO MAS TUNGGAL DUMAI
5	Friday, May 12 th , 2023	<ul style="list-style-type: none"> a. Make a scan of the BPKP document from the Operational Vehicle of PT. Ivo Mas Tunggal. b. Make a receipt for the submission of employee milk extrafooding to the Engineering section c. Submit invoices from PT. Beta Electronic to Purchase section. d. Make scan invoices for employee Smartfren Telecom payments. 	CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.13 is the thirteenth week the author carries out an internship at PT. Ivo Mas Tunggal Dumai. This week the author is given several different assignments with different sections

Table 3.14 Daily Activities May 15th, 2023 to May 19th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, May 15 th , 2023	<ul style="list-style-type: none"> a. Make a scan of the GA Section Head job description and sustainable organizational structure. b. Make a proposal to submit a street lamp repair in the area to the company from the CSR section of PT. Ivo Mas Tunggal. 	CSR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, May 16 th , 2023	<ul style="list-style-type: none"> a. Make an official report on the realization of the CSR program for cooking oil bazaar activities in the Lubuk Gaung sub-district. b. Make a news on how to hand over domestic waste from PT. Ivo Mas Tunggal to PT. Berkah Iboe Negeri. c. Create a Form for releasing goods (Domestic waste). d. Make a presentation materials for Building High Team Performance. 	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, May 17 th , 2023	<ul style="list-style-type: none"> a. Create a request form for the implementation of social assistance activities. b. Create archives for guest pickup via Cumbelut Courier in March 2023 	GA & CSR PT. IVO MAS TUNGGAL DUMAI
4	Friday,	<ul style="list-style-type: none"> a. Collect of data related to the Logistics 	CSR

	May 19 th , 2023	<p>process to the Jetty section.</p> <p>b. Follow the Jetty Officer supervising the process of loading products (CPO and Olein) onto the Tengker ship from India, Singapore.</p>	PT. IVO MAS TUNGGAL DUMAI
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Source: Processed Data 2023

Table 3.14 is the fourteenth week the author does an internship at PT. Ivo Mas Tunggal Dumai. This week the author was assigned several jobs with different sections.

Table 3.15 Daily Activities May 22nd, 2023 to May 26th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, May 22 nd , 2023	<p>a. Make a scan of the Minutes of completion of PT. ISS in each department.</p> <p>b. Make a list of proposals to go to the CSR section.</p>	CSR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, May 23 rd , 2023	<p>a. Monitoring Internship with Bengkalis State Polytechnic Lecturer.</p> <p>b. Make a Competency Test questions for employees of PT. Ivo Mas Tunggal Dumai.</p> <p>c. Make a presentation materials related to PR and CSR programs.</p> <p>d. Make Goods Release Form (Domestic Waste) to PT. Berkah of Iboe Negeri.</p>	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, May 24 th , 2023	<p>a. Make Scan Minutes of Meeting from HRGA.</p> <p>b. Make a price list for equipment certification that will be submitted for funding.</p> <p>c. Make a recap of purchasing mineral water at PT. Ivo Mas Tunggal.</p>	CSR PT. IVO MAS TUNGGAL DUMAI
4	Thursday, May 25 th , 2023	<p>a. Continue to make a price list for equipment certification that will be submitted for funding.</p> <p>b. Collect equipment and heavy equipment certificates whose validity period will be extended.</p> <p>c. Make minutes of handing over certificates of equipment and heavy equipment from PT. Ivo Mas Tunggal.</p> <p>d. Send a list of continuous permits for PT. OSM.</p> <p>e. Carry out inspection and submission of equipment certificates to PT. Safindo Teknik Raya.</p>	PERMIT & CSR PT. IVO MAS TUNGGAL DUMAI
5	Friday, May 26 th , 2023	<p>a. Continue the inspection and submission of the wrong certificate to PT. Safindo Teknik Raya.</p> <p>b. Make a report on the overall work program of the Sinarmas Association for 2022.</p>	CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.15 is the fifteenth week the author carries out an internship at PT. Ivo Mas Tunggal Dumai. This week the author is given several assignments in the same section but different assignments.

Table 3.16 Daily Activities May 29th, 2023 to June 02nd, 2023

No.	Date And Time	Activity Description	Assignor
1	Monday, May 29 th , 2023	a. Make a scan of employee certificates b. Update and change the ISO Job Description of each respective Department in PT. Ivo Mas Tunggal Dumai.	HR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, May 30 th , 2023	a. Make proof of submission of the BPKB of the company's operational vehicles. b. Create a form for proof of release of goods (trash bin) for submission to the Lubuk Gaung sub-district.	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, May 31 st , 2023	a. Submit invoices for expenditure transactions from the GA section to the company's Finance department. b. Make a copy of changes to the Bipartite LKS Organizational Structure recording c. Check incoming goods to the GA section for the purposes of the cleaning section.	CSR PT. IVO MAS TUNGGAL DUMAI
4	Friday, June 02 nd , 2023	a. Input the 2024 Opex budget for the CSR section. b. Scan the completeness of the documents required for new employees. c. Confirmation of the existence of documents from the company's operational vehicle to the General Affairs section. d. Make a scan of the STNK of the company's operational vehicles e. Submit invoices for expenditure transactions from the GA section to the company's Finance department. f. Develop work programs for each Sinarmas unit (Industrial and Non-Industrial Areas) CSR, Tzu Chi and Paguyuban Sinarmas sections.	CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.16 is the sixteenth week the author does an internship at PT. Ivo Mas Tunggal Dumai. This week the author is given several assignments.

Table 3.17 Daily Activities June 05th, 2023 to June 09th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, May 05 th , 2023	a. Make minutes of handover of the extension of the company's operational vehicle tax b. Create a Powerpoint from Mapping the work program of all Sinarmas units (Surabaya, Marunda, Lubuk Gaung, Belawan, Lampung and Tarjun) from Jan-Dec 2023.	CSR PT. IVO MAS TUNGGAL DUMAI

		c. Send document and STNK of the company's operational vehicles for tax extension to the Jakarta head office.	
2	Tuesday, May 06 th , 2023	<ul style="list-style-type: none"> a. Make a form for releasing goods (domestic waste) to PT. Berkah of Iboe Negeri. b. Conduct a community satisfaction index assessment survey of the CSR program of PT. Ivo Mas Tunggal Dumai. c. Trace and listening to complaints from the public regarding the operational implementation of PT. Ivo Mas Tunggal. d. Survey of the positive and negative impacts of PT. Ivo Mas Tunggal. e. Scan documents and BPKB of the company's operational vehicles. 	CSR PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, May 07 th , 2023	<ul style="list-style-type: none"> a. Make proposals for blood donation activities from the Tzu Chi work program for employees of PT. Ivo Mas Tunggal. b. Scan documents for employee business trips. c. Summary all complaints and input from the community for the next CSR work program to make it better. d. Submit invoices for expenses from the GA section to the Finance section. e. Make copies of the files of the company's ISS employees f. Send a letter of request for blood donation to PMI g. Make a memorandum for loss of BPKB+STNK from the company's operational vehicles. 	CSR PT. IVO MAS TUNGGAL DUMAI
4	Thursday, May 08 th , 2023	<ul style="list-style-type: none"> a. Conduct a recap of waste transportation from the company in April 2023 b. Conduct a community satisfaction index assessment survey of the CSR program of PT. Ivo Mas Tunggal Dumai. c. Check certificates for heavy equipment that will expire. d. Submit of invoices for transaction payments from PT. Berkah Iboe Negeri GA section to Finance section. e. Confirm with the GA section regarding vehicle cases (STNK and Tax) that are not found f. Input Goods Release (Aqua & Pristin) from the General Affair section. 	CSR PT. IVO MAS TUNGGAL DUMAI
5	Friday, May 09 th , 2023	<ul style="list-style-type: none"> a. Make a list of attendees of blood donor volunteers. b. Implement blood donation activities by the Buddhist Tzu Chi Foundation together with the Sinarmas Dumai Association. c. Check incoming goods (wall clock). d. Check outgoing goods (distribution of employee UHT Milk) from the General Affair. 	CSR PT. IVO MAS TUNGGAL DUMAI

		e. Make employee meal order receipts for vendors PT. Thamrin.	
--	--	---	--

Source: Processed Data 2023

Table 3.17 is the seventeenth week the author carries out an internship at PT. Ivo Mas Tunggal Dumai. This week the author is given several assignments.

Table 3.18 Daily Activities June 12th, 2023 to June 13th, 2023.

No.	Date And Time	Activity Description	Assignor
1	Monday, May 12 th , 2023	a. Make a realization report on Blood Donation activities carried out by the Sinar Mas Association of Dumai City at PT. Ivo Mas Tunggal. b. Make News Release related to Blood Donation activities. c. Scan of data and information submission documents from the Dumai City Transportation Service. d. Make a report on the realization of Germas Village activities carried out by CSR PT. Ivo Mas Tunggal and the Sinar Mas Association, Dumai City e. Enter the list of Media Release lists for the CSR section at PT. Ivo Mas Tunggal.	CSR PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, May 13 th , 2023	a. Check the validity period and extension of PT. Ivo Mas Tunggal b. Create a Memorandum for submitting subscriptions to the Tanjak Network Dumai Newspaper. c. Farewell event for releasing apprentice students from the Bengkalis State Polytechnic.	CSR PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.18 is the eighteenth week the author carries out an internship at PT. Ivo Mas Tunggal Dumai. This week the author is given several assignments.

3.5 Constraints and Solution

3.5.1 Constraints

Obstacles are something that hinders someone from doing what he should do. In each condition, obstacles often arise to teach a lesson. Likewise with the implementation of the Internship carried out. Several obstacles were hindered during the internship period at PT. Ivo Mas Tunggal Dumai, namely as follows:

1. Arrangement of archives that are not neatly organized so that in one room the archive folders are messy, and not neatly arranged in the filing cabinet.

2. Unclear work instructions that make the author ask a lot of questions to employees and sometimes try to complete the tasks given according to the author's understanding.

3.5.2 Solution

Solutions that can be made in overcoming the obstacles encountered in carrying out an internship at PT. Ivo Mas Tunggal Dumai as follows:

- 1 Provide a cupboard that is sufficiently devoted to the storage of document archives so that they are not cluttered and are not placed anywhere.
- 2 The task giver should communicate coherently the task to be given so that the message (task) can be conveyed properly.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusion

Based on the explanation in the previous chapter, the writer concludes with the following tasks:

1. The author is given assignments in 2 different sections, namely the CSR Section, in general, which is responsible for the social and environmental aspects of the company, and takes care of renewing and storing company permits and making correspondence both internally and externally. The HRGA section is divided into two parts, namely HR is tasked with taking care of matters related to employees who are in the Company starting from the recruitment process, training development, evaluation, consulting, and administration to layoffs, while GA is generally tasked with serving and making needs. request the purchase of stationery items and spare parts related to public facilities, offices, and others, then carry out the controlling process (cleaning, PRP, administration, canteen services, and drivers).
2. In carrying out this internship, the author conducted an internship at one of the companies in Dumai which is engaged in the oil factory (Refinery) owned by Indonesia, namely PT. Ivo Mas Tunggal Lubuk Gaung, Dumai. The Internship lasts for 4 (four) months from 13 February 2023 to 13 June 2023.
3. Then in this internship, the author also understands how the systems and procedures that take place at the Office of PT. Ivo Mas Tunggal.
4. The constraints during the implementation of the apprenticeship at PT. Ivo Mas Tunggal Dumai is as follows:
 - a. Arrangement of archives that are not neatly arranged so that in one room the file folders are messy, and not neatly arranged in the file cabinet.

- b. Unclear work instructions make the author ask a lot of questions to employees and sometimes try to complete the tasks given according to the author's understanding.

The solution during the implementation of the apprenticeship at PT. Ivo Mas Tunggal Dumai is as follows:

- a. Provide a cupboard that is sufficiently devoted to the storage of document archives so that they are not cluttered and are not placed anywhere.
- b. The task giver must communicate coherently the task to be given so that the message (task) can be conveyed properly.

4.2 Suggestion

The author provides several suggestions for various parties, namely for the author himself, for students or younger siblings who will do apprenticeships in the future, for companies and for the Bengkalis State Polytechnic.

1. Author
 - c. The author should be able to address the obstacles faced with a professional attitude.
 - d. Authors must be active in communicating during the Internship in order to establish good relations with company employees.
2. Company PT. Ivo Mas Tunggal Dumai
 - a. In the case of a less organized arrangement of archives, the company should use a filing cabinet to store archives so that there is no accumulation of archives, so that the archives can be placed in the right place.
 - b. Give appropriate vocational assignments to each apprentice who is carrying out Internship activities so that apprentices get the right assignments.
3. Bengkalis State Polytechnic
 - a. Creating a good relationship with the company in order to facilitate students in getting an internship.

- b. Provide detailed instructions that are universal to students before carrying out internship activities.
- c. Provide forms and letters related to internships such as Letters of Retrieval of Internship Requirements to companies, Lists of Competency that will be obtained in Job Training activities, clear Daily Journal Forms for all apprentices.

APPENDICES

Appendix 1 : Internship Response Letter

PT. IVO MAS TUNGGAL

Lubuk Gaung, 31 Januari 2023

Nomor : 016/IMT/I/2023
Lamp : -
Hal : Surat Balasan Kerja Praktek – Politeknik Negeri Bengkalis

Kepada Yth :
Pimpinan Politeknik Negeri Bengkalis

Di Tempat

Berdasarkan surat dari Politeknik Negeri Bengkalis No. 365/PL31/TU/2023 perihal Kerja Praktek selama empat bulan dari 06 Februari 2023 – 06 Mei 2023 maka melalui surat ini Kami dapat menerima mahasiswa Politeknik Negeri Bengkalis untuk melaksanakan Kerja Praktek di PT. Ivo Mas Tunggal sesuai dengan penempatan berikut :

No	Nama	Kompetensi	Penempatan Bagian
1	Ummi Hanipah	Administrasi Bisnis	HRGA
2	Putri Julianti Tampubolon	Administrasi Bisnis	HRGA - CSR
3	Ruth Maranata Silalahi	Administrasi Bisnis	Logistic Ops

Untuk melengkapi administrasi, kami membutuhkan :

1. Biodata CV siswa/mahasiswa.
2. Buku kegiatan harian yang diisi oleh siswa/mahasiswa yang dilaporkan saat pelaksanaan.
3. Laporan magang pada akhir program.

Syarat yang dibutuhkan :

1. Pihak sekolah/universitas menyediakan Asuransi Kesehatan & Kecelakaan Kerja dilampirkan saat hari pertama.
2. APD (sepatu safety & helm safety) disediakan oleh sekolah/ universitas/ peserta. Apabila peserta tidak melengkapi APD dihari pertama maka peserta tidak dapat melanjutkan magang.
3. Surat pernyataan pihak sekolah/universitas bahwa perusahaan hanya menyediakan tempat belajar praktek, pemantauan terhadap siswa/mahasiswa dan kejadian yang terkait dengan pelaksanaan praktek kerja (termasuk kecelakaan kerja jika terjadi adalah tanggung jawab sekolah).
4. Perusahaan menerapkan tata tertib dan prosedur sebagaimana untuk karyawan.

Demikian surat ini kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Hormat kami,



Lukas O. tadjong
HR Dept. Head

Appendix 2 : Internship Statement Letter

PT. IVO MAS TUNGGAL

SURAT KETERANGAN

122 / HRD / VIII / 2023

Yang bertanda tangan di bawah ini menerangkan :

Nama : Putri Julianti Tampubolon
Tempat/Tanggal Lahir : Perawang, 14 Juli 2001
Asal Sekolah : Politeknik Negeri Bengkalis

Adalah benar siswa yang melaksanakan Praktek Kerja Industri di **PT. Ivo Mas Tunggal** (*Sinarmas Agribusiness and Food*) sejak 13 Februari 2023 – 13 Juni 2023 di bagian HRGA - CSR.

Demikian surat keterangan ini dibuat untuk dipergunakan sebagaimana mestinya.

Dumai, 21 Agustus 2023
PT. IVO MAS TUNGGAL


PT. IVO MAS TUNGGAL
LUBUK GAUNG REFINERY
HR

Lukas O. Tadjong
Head of HR Unit

Jalan Kelapa RT 17 Kelurahan Lubuk Gaung Kecamatan Sungai Sembilan
Kota Dumai – Prov. Riau (Indonesia)

Appendix 3 : Data Retrieval Letter Format



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714

Telepon: (0766) 7008877, Faximile (0766) 8001000

Website : <http://www.polbeng.ac.id>

Nomor : 1291/P.31/TU/2023
Lampiran : 1 (Satu) berkas
Hal : Permohonan Pengambilan Data KP

Yth.
General Manager
PT. Ivo Mas Tunggal
di

Tempat

Sehubungan dengan kegiatan Kerja Praktik /magang yang sedang dilaksanakan oleh mahasiswa Jurusan Administrasi Niaga, Prodi Administrasi Bisnis Internasional (ABI) Politeknik Negeri Bengkalis diperusahaan yang Bapak/Ibu pimpin, maka kami mengajukan permohonan pengambilan data pendukung yang di butuhkan oleh mahasiswa dalam masa 4 bulan kompetensi dan pembuatan laporan kerja praktik. Dalam pengambilan data yang di lakukan oleh mahasiswa, kami pihak kampus memastikan bahwa mahasiswa menjaga kerahasiaan data sesuai dengan kode etik yang berlaku diperusahaan. Adapun Nama-Nama Mahasiswa yang melakukan kerja praktek/Magang di PT. IVO MAS TUNGGAL sebagai berikut:

NO	NAMA	NIM
1	Ummi Hanipah	5404191194
2	Putri Julianti Tampubolon	5404191202
3	Ruth Maranatasilalahi	5404191206

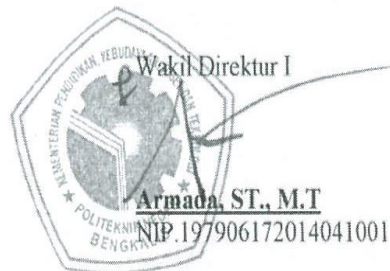
Demikian permohonan ini di sampaikan. Besar harapan kami bapak/ibu berkenan menerima permohonan ini. Atas bantuan dan kerjasama bapak/ibu kami ucapkan terima kasih.

Wakil Direktur I

Armada, ST., M.T
NIP. 197906172014041001

Adapun data yang diperlukan adalah sebagai berikut:

1. Sejarah perusahaan
2. Profil Perusahaan
3. Logo dan Magna Logo Perusahaan.
4. Visi dan Misi Perusahaan
5. Struktur Organisasi Perusahaan
6. Data Jumlah Karyawan di masing-masing Departemen dan Vendor
7. Foto Office/Kantor dan Dokumentasi di lapangan
8. Dokumentasi Maintenance Peralatan dan Mesin Produksi Perusahaan *djwhm*
9. Proses Produksi dan System Produksi *djwhm*
10. Dokumentasi Pengemasan dan Pengiriman Barang Ekspor Kepelabuhan dan Kapal *djwhm. S*
11. Proses Pengemasan dan Pengiriman Barang Ekspor Kepelabuhan atau Kapal
12. Data Alur Kerja Proses Masuk dan Keluarnya Kapal *djwhm*
13. Proses Program Kerja CSR
14. Proses Perpanjangan Izin
15. Proses Permitt.



Appendix 4 : Apprenticeship Assessment Sheet



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

EVALUATION RESULT FROM JOB DESCRIPTION COMPANY APPRENTICESHIP PT. IVO MAS TUNGGAL - LUBUK GAUNG DUMAI

Name : Putri Julianti Tampubolon
Student ID Number : 5404191202
Study Program : D4 – International Business Administration
College : State Polytechnic Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	95
2.	Responsibility	25%	95
3.	Adjustment/Adaptation	10%	90
4.	Work Result	30%	97
5.	Behavior	15%	93
	Total (1+2+3+4+5)	100%	470

Explanation:

Score : Criteria
81 – 100 : Excellence
71 – 80 : Very Good
66 – 70 : Good
61 – 65 : Good Enough
56 – 60 : Enough

Note:

.....
Semoga Sukses!!!
.....

Dumai, June 13th, 2023

Corporate Social Responsibility



Rheo Saferius Tumanggor, s.Pd.

Appendix 5 : Apprenticeship Attendance List



HRGA
LG Refinery

FORM ABSENSI

NAMA : PUTRI JULIANTI TAMPUBOLON
 NIK : 1201044407010001
 SECTION : MAGANG / POLITEKNIK NEGERI BENGKALIS
 DEPARTMENT : CSR (CORPORATE SOCIAL RESPONSIBILITY)
 PERIODE : Februari - Maret 2023

NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	13 feb 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
2	14 feb 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
3	15 feb 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
4	16 feb 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
5	17 feb 2023	08:00	17:30			<i>[Signature]</i>	<i>[Signature]</i>
6	20 feb 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
7	21 feb 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
8	22 feb 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
9	23 feb 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
10	24 feb 2023	08:00	17:30			<i>[Signature]</i>	<i>[Signature]</i>
11	27 feb 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
12	28 feb 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
13	01 Maret 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
14	02 Maret 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
15	03 Maret 2023	08:00	17:30			<i>[Signature]</i>	<i>[Signature]</i>
16	06 Maret 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
17	07 Maret 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
18	08 Maret 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
19	09 Maret 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
20	10 Maret 2023	08:00	17:00			<i>[Signature]</i>	<i>[Signature]</i>
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Dibuat Oleh	Disetujui Oleh	Diperiksa Oleh
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Atasan Langsung	Department Head	HR

FORM ABSENSI

NAMA : PUTRI JULIANTI TAMPUBOLON
 NIK : 201044407010001
 SECTION : MAGANG
 DEPARTMENT : CSR & PERMIT
 PERIODE : Maret - April 2023

NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	14 Maret 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
2	15 Maret 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
3	16 Maret 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
4	17 Maret 2023	08.00	17.30			<i>[Signature]</i>	<i>[Signature]</i>
5	20 Maret 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
6	21 Maret 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
7	23 Maret 2023	07.00	16.00			<i>[Signature]</i>	<i>[Signature]</i>
8	24 Maret 2023	07.00	16.00			<i>[Signature]</i>	<i>[Signature]</i>
9	27 Maret 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
10	28 Maret 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
11	29 Maret 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
12	30 Maret 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
13	31 Maret 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
14	03 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
15	04 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
16	05 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
17	06 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
18	10 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
19	11 April 2023	07.30	19.00			<i>[Signature]</i>	<i>[Signature]</i>
20	12 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
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Dibuat Oleh	Disetujui Oleh	Diperiksa Oleh
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> PT. IVO MAS TUNGGAL LUBUKGAUNG REFINERY HR
Atasan Langsung	Department Head	HR

FORM ABSENSI

NAMA : PUTRI JULIANTI TAMPUBOLON
 NIK : 201094407010001
 SECTION : MAGANG
 DEPARTMENT : CSR & PERMIT
 PERIODE : April - Mei 2023

NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	14 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
2	17 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
3	18 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
4	19 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
5	20 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
6	21 April 2023	07.30	16.00			<i>[Signature]</i>	<i>[Signature]</i>
7	25 April 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
8	26 April 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
9	27 April 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
10	28 April 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
11	02 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
12	03 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
13	04 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
14	05 Mei 2023	08.00	17.30			<i>[Signature]</i>	<i>[Signature]</i>
15	08 Mei 2023	" " " IZIN " "					
16	09 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
17	10 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
18	11 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
19	12 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
20	15 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
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Dibuat Oleh <i>[Signature]</i>	Disetujui Oleh	Diperiksa Oleh <i>[Signature]</i> PT. IVO MAS TINGGI LUBUK GAJANG HR
Atasan Langsung	Department Head	HR

FORM ABSENSI

NAMA : PUTRI JULIANTI TAMPUBOLON
 NIK : 1201044407010001
 SECTION : MAGANG
 DEPARTMENT : SCR & HRGA
 PERIODE : Mei - Juni 2023


NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	16 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
2	17 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
3	19 Mei 2023	08.00	17.30			<i>[Signature]</i>	<i>[Signature]</i>
4	21 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
5	23 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
6	24 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
7	25 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
8	26 Mei 2023	08.00	17.30			<i>[Signature]</i>	<i>[Signature]</i>
9	29 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
10	30 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
11	31 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
12	02 Mei 2023	08.00	17.30			<i>[Signature]</i>	<i>[Signature]</i>
13	05 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
14	06 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
15	07 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
16	08 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
17	09 Mei 2023	08.00	17.30			<i>[Signature]</i>	<i>[Signature]</i>
18	12 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
19	13 Mei 2023	08.00	17.00			<i>[Signature]</i>	<i>[Signature]</i>
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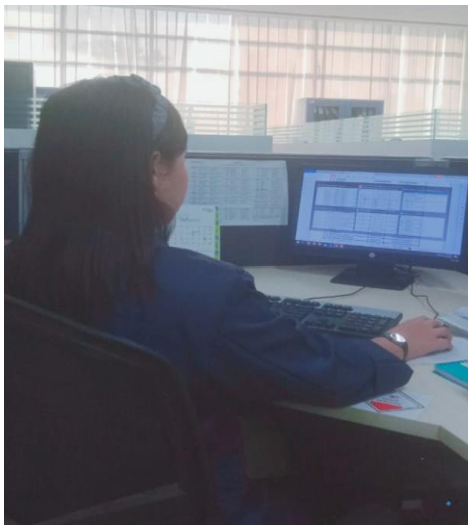
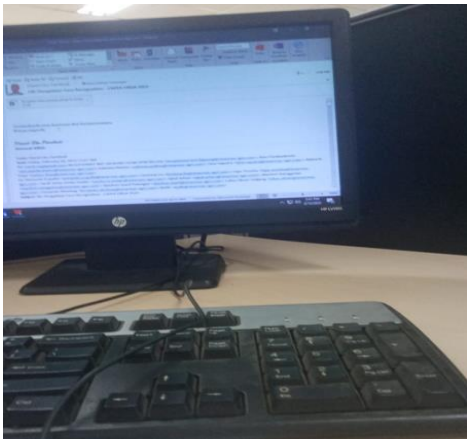
Dibuat Oleh	Disetujui Oleh	Diperiksa Oleh
 LUBUK GAUNG REFINERY HR	 LUBUK GAUNG REFINERY HR	
Atasan Langsung	Department Head	HR

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : February 13th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check E-mail inbox and procurement process.	Rheo Saferius Tumanggor, S. Pd	
2.	Scan of documents for Operator work contract extension at PT. Ivo Mas Tunggal.		
	Notes by Industrial Coach.		

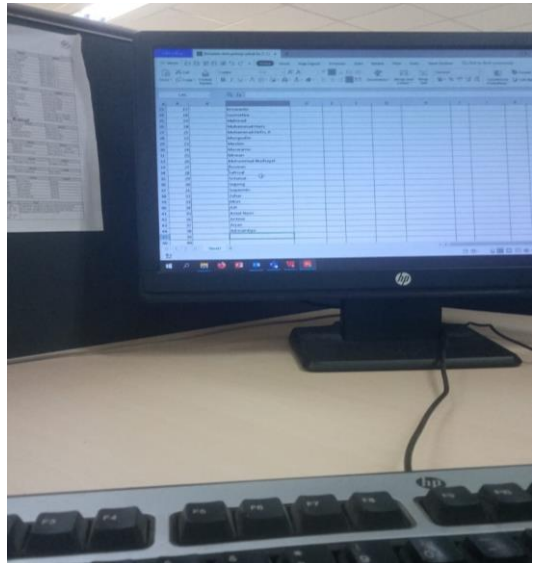
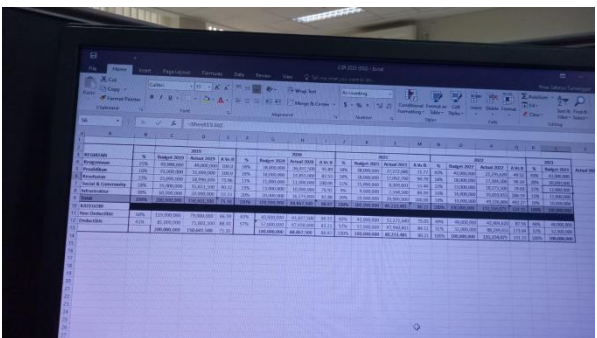
NO.	WORKING	EXPLENATION
1		Help CSR Officer in checking E-mail Inbox and procurement process.
2		Make a scan of the document that will extend the operator's work contract at PT. Ivo Mas Tunggal.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : February 14th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create and send data on SBKD Workers.	Rheo Saferius Tumanggor, S. Pd	
2.	Check and understand the procedures for CSR program activities.		
	Notes by Industrial Coach.		


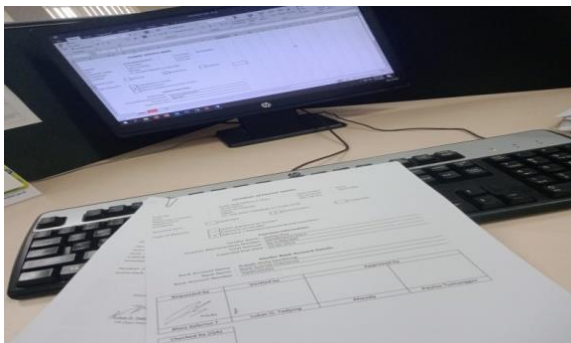
NO.	WORKING	EXPLENATION
1		Create and send third party SBKD worker data formats from PT. Ivo Mas Tunggal
2		Check and understand how the procedures of the CSR work program

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : February 15th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check e-mail inboxes from the internal company.	Rheo Saferius Tumanggor, S. Pd	
2.	Preparation of PAM (Payment Approval Memo) for Invoices from PT. Pelabuhan Indonesia		
	Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
1		Check e-mail inbox from internal company
2		Preparation of PAM (Payment Approval Memo) for Invoices from PT. Pelabuhan Indonesia

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : February 16th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Grouping and archiving equipment certificates and deeds PT. Ivo Mas Tunggal.	Rheo Saferius Tumanggor, S. Pd	
2.	Scan and make a copy of the CSR (School Scholarship) program document, scan the ISO change/issue proposal document, scan and make a copy of the meeting attendance list regarding the latest WI GA socialization.		
Notes by Industrial Coach.			


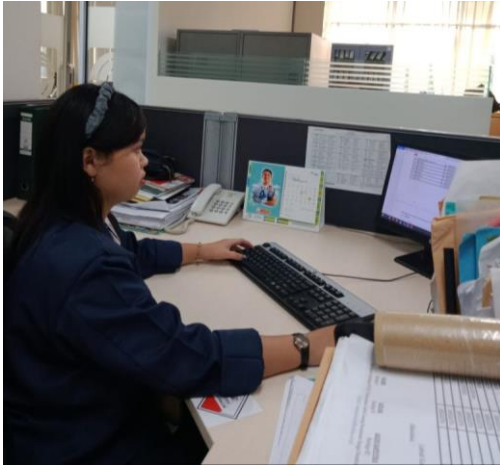
NO.	WORKING	EXPLENATION
1		Group and archive from equipment certificates and deeds PT. Ivo Mas Tunggal
2		Scan and make a copy of the CSR (School Scholarship) program document, scan the ISO change/issue proposal document, scan and make a copy of the meeting attendance list regarding the latest WI GA socialization.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : February 17th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Scan of LPOMK company employees.	Rheo Saferius Tumanggor, S. Pd	
2.	Submit a proposal to visit the CSR Tzu Chi Orphanage.		
	Notes by Industrial Coach.		

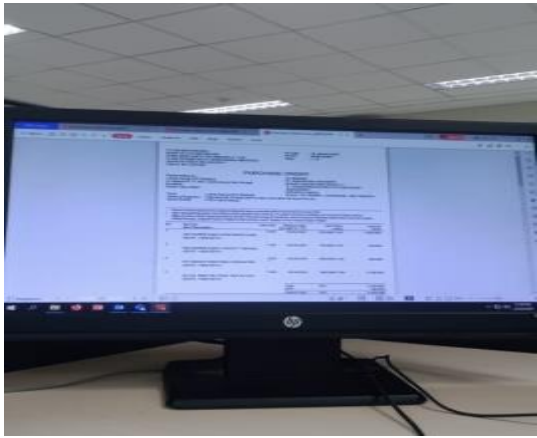
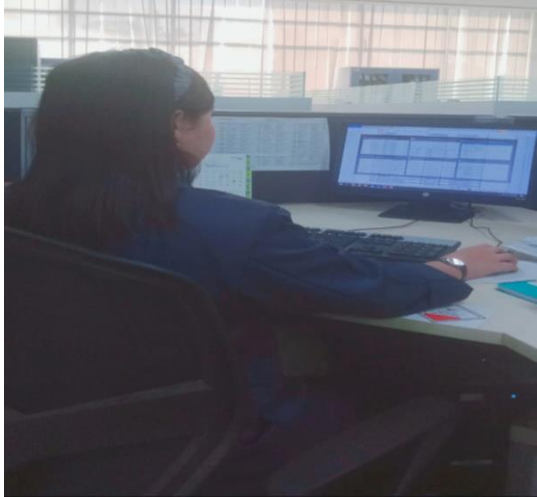
NO.	WORKING	EXPLENATION
1		Scan of LPOMK company employees
2		Make a work program proposal for visiting the CSR Tzu Chi Orphanage.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : February 20th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Make PAM on the invoice from PT. Pelindo Dumai b. Make a copy and scan of the activity proposal from the Tzu Chi project (Orphanage Visit)	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
1		Make PAM on the invoice from PT. Pelindo Dumai
2		Make a copy and scan of the activity proposal from the Tzu Chi project (Orphanage Visit)

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : February 21st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Make a list of SIO fire list according to the order. b. Make a letter of agreement for the installation of support poles.	Rheo Saferius Tumanggor, S. Pd	 PT. HD MAS TUNGGAL LUBUK GAUNG REFINERY
	Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
1		Make a list of SIO fire list according to the order
2		Make a letter of agreement for the installation of support poles.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : February 22th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Confirm the continuation regards TKBM data at PT. Ivo Mas Tunggal b. Preparation of procurement of goods for Tzu Chi Sinar Mas Project worker Dumai.	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		


NO.	WORKING	EXPLENATION
1		Confirm the continuation regards TKBM data at PT. Ivo Mas Tunggal
2		Preparation of procurement of goods for Tzu Chi Sinar Mas Project worker Dumai.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : February 23th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Make a WI list (Work Instruction) from PT. Ivo Mas Tunggal, section GA (General Affairs) b. Make a list of SOP (Standard Operation Procedure) list at PT. Ivo Mas Tunggal, section GA.	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		


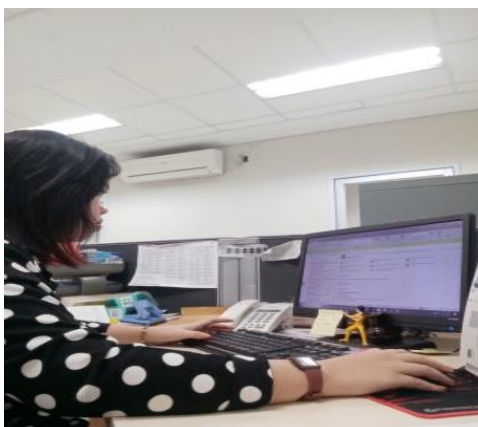
NO.	WORKING	EXPLENATION
1		1. Make a WI list (Work Instruction) from PT. Ivo Mas Tunggal, section GA (General Affairs) 2. Make a list of SOP (Standard Operation Procedure) list at PT. Ivo Mas Tunggal, section GA.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : February 24th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Preparation of Packing Donations for Tzu Chi Orphanage Visit Tzu Chi Work Program. b. Making AC Handover Event Minutes at GA Officer.	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		

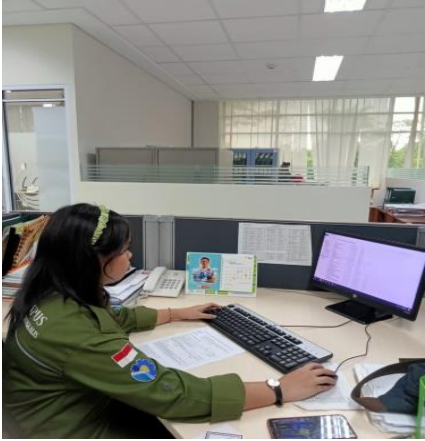

NO.	WORKING	EXPLENATION
1		Preparation of Packing Donations for Tzu Chi Orphanage Visit Tzu Chi Work Program.
2		Making AC Handover Event Minutes at GA Officer.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : February 27th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Make a list of Equipment/Installation Price Lists PT. IMT which will be resubmitted for the extension period. b. Checking and Adjusting License List Prices with the Latest Prices for 2023.	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		

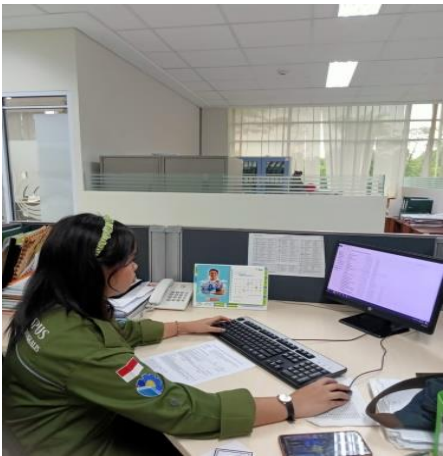

NO.	WORKING	EXPLENATION
1		Make a list of Equipment/Installation Price Lists PT. IMT which will be resubmitted for the extension period.
2		Checking and Adjusting License List Prices with the Latest Prices for 2023.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : February 28th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Checking the Overtime Warrant for Employees of PT. IMT by the employee's Finger Print Absence. b. Advanced check for List License Prices with the Latest Prices in 2023.	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		

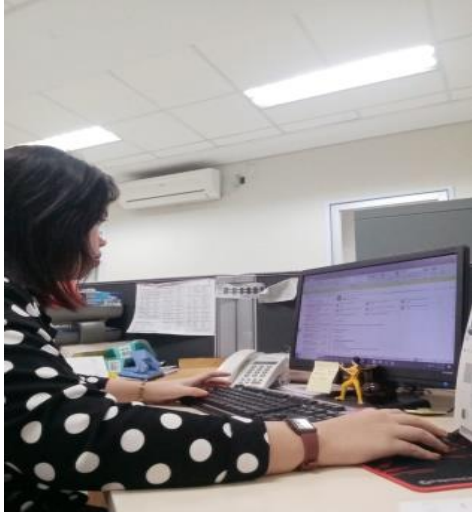
NO.	WORKING	EXPLENATION
1		Checking the Overtime Warrant for Employees of PT. IMT by the employee's Finger Print Absence.
2		Advanced check for List License Prices with the Latest Prices in 2023.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : March 1st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Make a copy of the Minutes of Equipment Handover. b. Check the Price List for Equipment/Installation of PT. IMT Sem 2. c. Sending Company Internal E-mail regarding Internal Memo Realization of CSR activities in 2022	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		

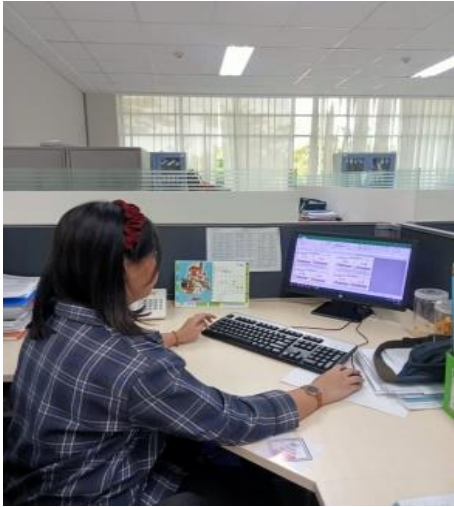
NO.	WORKING	EXPLENATION
1		1. Make a copy of the Minutes of Equipment Handover. 2. Check the Price List for Equipment/Installation of PT. IMT Sem 2. 3. Sending Company Internal E-mail regarding Internal Memo Realization of CSR activities in 2022

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : March 2nd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Conduct Internal Recheck Memo Realization of CSR Activities in 2022 related to the Cooking Oil Bazaar and Educational Scholarships. b. Create a List of Training Questions on Google Forms and QR Barcodes for Prospective New Employees	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		

NO.	WORKING	EXPLENATION
1		1. Conduct Internal Recheck Memo Realization of CSR Activities in 2022 related to the Cooking Oil Bazaar and Educational Scholarships. 2. Create a List of Training Questions on Google Forms and QR Barcodes for Prospective New Employees

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : March 3rd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Conducting the Tzu Chi CSR Work Program Visiting the Ummi Fadilah Dumai Orphanage.	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
1	 	<p>Conducting the Tzu Chi CSR Work Program Visiting the Ummi Fadilah Dumai Orphanage.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : March 6th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	c. Incoming goods check (UHT Milk for Employees). d. Recap employee daily employee attendance log PT. Ivo Mas Tunggal. e. Make the latest price list from the equipment list in Dumai Bulking.	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		

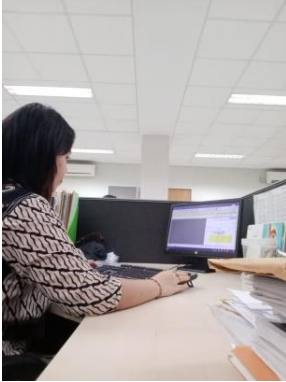

NO.	WORKING	EXPLENATION
1		Incoming goods check (UHT Milk for Employees)
2		Recap employee daily employee attendance log PT. Ivo Mas Tunggal. Make the latest price list from the equipment list in Dumai Bulking.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday – Wednesday

Date : March 7th, 2023 to March 8th, 2023

NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Tuesday, March 7 th , 2023	a. Recap of employee absentee daily records PT. Ivo Mas Tunggal b. Make a completion and scanning of BPKB documents and notes on the company's operational vehicles. c. Laminating important documents of employees of PT. Ivo Mas Tunggal	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, March 8 th , 2023	a. Recap employee daily employee attendance log PT. Ivo Mas Tunggal. b. Preparation for the leader meeting section head activities which will be held on 10-11 march 2023.		
		Notes by Industrial Coach.		


NO.	WORKING	EXPLENATION
1		Recap employee daily employee attendance log PT. Ivo Mas Tunggal.
2		Preparation for the leader meeting section head activities which will be held on 10-11 march 2023

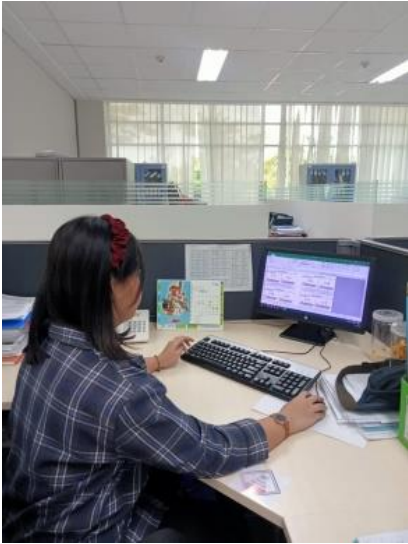
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OF THE JOB TRAINING

Day : Thursday - Friday

Date : March 9th, 2023 to March 10th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Thursday, March 9 th , 2023	<ul style="list-style-type: none"> a. Recap employee daily employee attendance log PT. Ivo Mas Tunggal. b. Check the factory area inspection schedule according to what has been determined. c. Send proof of physical check and STNK of the company's operational vehicles to the Jakarta Head Office. 	Rheo Saferius Tumanggor, S. Pd	
2	Friday, March 10 th , 2023	<ul style="list-style-type: none"> a. Recap employee daily employee attendance log PT. Ivo Mas Tunggal. b. Check the expired period for forklift and loader operator SIO extension for employees who are still actively working at the company. 		
		Notes by Industrial Coach.		

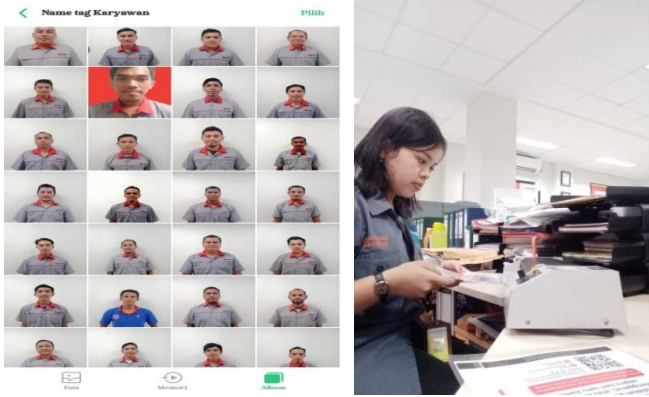
NO.	WORKING	EXPLENATION
1		<ul style="list-style-type: none"> 1. Recap employee daily employee attendance log PT. Ivo Mas Tunggal. 2. Check the expired period for forklift and loader operator SIO extension for employees who are still actively working at the company.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : March 13th, 2023 to March 16th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, March 13 th , 2023	a. Take formal employee photos to make the latest nametag on employee data b. Create and send Tzu Chi Activity realization report documents to the Head Office in Jakarta. c. Laminating pamphlets containing complaints of employees not complying with company regulations	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, March 14 th , 2023	a. Take formal employee photos to make the latest nametag on employee data. b. Laminating pamphlets containing complaints of employees not complying with company regulations.		
3	Wednesday, March 15 th , 2023	a. Take formal employee photos to make the latest nametag on employee data. b. Create archives for courier orders PT. Ivo Mas Tunggal period January – February 2023		
4	Thursday, March 16 th , 2023	Take formal employee photos to make the latest nametag on employee data.		
		Notes by Industrial Coach.		

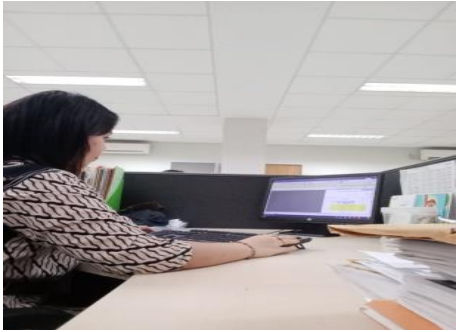


NO.	WORKING	EXPLENATION
		<ol style="list-style-type: none"> 1. Take formal employee photos to make the latest nametag on employee data. 2. Laminating pamphlets containing complaints of employees not complying with company regulations

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : March 17th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Make a list of absentees for Code of Ethics card recipients, work violation stickers, Tell Us & COC posters. 2. Prepared SOP Complaints Handling Socialization Meetings and Handover of Tell Us & COC Posters for each Area.	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		

NO.	WORKING	EXPLENATION
1		1. Make a list of absentees for Code of Ethics card recipients, work violation stickers, Tell Us & COC posters.
2	 	2. Prepared SOP Complaints Handling Socialization Meetings and Handover of Tell Us & COC Posters for each Area.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : March 20th, 2023 to March 24th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, March 20 th , 2023	a. Edit Nametag Photo File Documents to be send to the HO for processing. b. Make a 2023 CSR permit reporting documentation powerpoint.	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, March 21 st , 2023	a. Edit Nametag Photo File Documents to be send to the HO for processing. b. Participate in the 2023 EHFS Talks Webinar "Tetap Fit Selama Puasa" via Microsoft Teams from CSR PT. Ivo Mas Tunggal Sinarmas.		
3	Thursday, March 23 rd , 2023	a. Continue edit nametag photo file documents to be send to the HO for processing. b. Input memo internal numbering list from 2019-2023.		
4	Friday, March 24 th , 2023	a. Make evidence of distribution of social funds (Recipients of Scholarship Funds Unit Xie Li Ds. Dumai) CSR Tzu Chi. b. Make archives of domestic waste payment notes at PT. Ivo Mas Tunggal		
		Notes by Industrial Coach.		

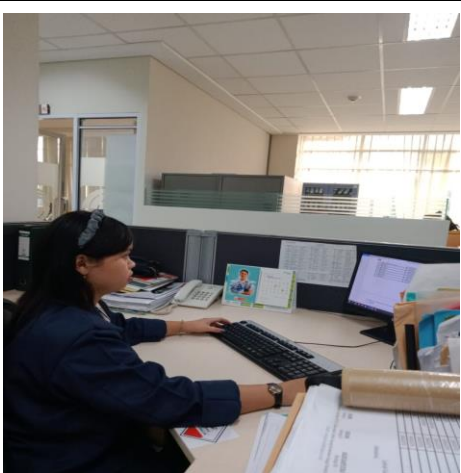
NO.	WORKING	EXPLENATION
1	 	<ol style="list-style-type: none"> Edit Nametag Photo File Documents to be send to the HO for processing. Participate in the 2023 EHFS Talks Webinar "Tetap Fit Selama Puasa" via Microsoft Teams from CSR PT. Ivo Mas Tunggal Sinarmas

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Thursday

Date : March 27th, 2023 to March 30th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, March 27 th , 2023	a. Make documents for bidding Bazaar Prices for Cooking Oil. b. Tidying up employee nametag photo files before sending them to the Company HO.	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, March 28 th , 2023	Make courier recaps for pickup guests who visit PT. Ivo Mas Tunggal.		
3	Wednesday, March 29 th , 2023	a. Make a Soft Copy of the Company Regulation Draft Document File. b. Make receipt of collection of Tank Volume table certificates (A7, A8, and B8) for the Logistics Department.		
4	Friday, March 30 th , 2023	a. Make a summary and calculate cooperative profits in July-December 2022 b. Make a summary and calculate cooperative profits in January-March 2023		
	Notes by Industrial Coach.			

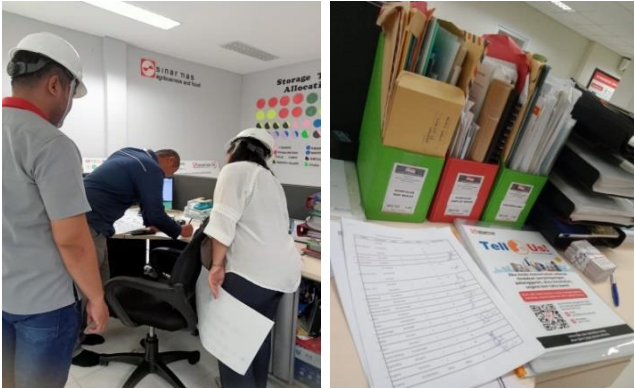

NO.	WORKING	EXPLENATION
		Make documents for bidding Bazaar Prices for Cooking Oil, Make courier recaps for pickup guests who visit PT. Ivo Mas Tunggal.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : March 31st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Distribution and make receipts from the company's code of ethics documents in the Socialization of SOP Complaints Handling from HR. 2. Participate in health outreach activities on the prevention of tb disease in the Surrounding Environment at PT. Ivo Mas Tunggal. 3. Make proof of goods release form (domestic waste). 4. Make minutes of delivery of domestic waste from PT. Ivo Mas Tunggal	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		

NO.	WORKING	EXPLENATION
1		1. Distribution and make receipts from the company's code of ethics documents in the Socialization of SOP Complaints Handling from HR.
2		2. Participate in health outreach activities on the prevention of tb disease in the Surrounding Environment at PT. Ivo Mas Tunggal.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : April 3rd, 2023 to April 6th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, April 3 rd , 2023	a. Participate in the Implementation of the K3L General Safety Talk in the PT. Ivo Mas Tunggal. b. Preparation to carry out a CSR Assessment directly to the community around PT. Ivo Mas Tunggal.	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, April 4 th , 2023	a. Distribute and making receipts from the company's code of ethics documents in the Socialization of SOP Complaints Handling from HR. b. Make a List of Target Partnerships Survey Assessment CSR Work Programs.		
3	Wednesday, April 5 th , 2023	Conduct sampling from local residents (RT 14, RT 15, and RT 17) and companies that experience PT. Ivo Mas Tunggal.		
4	Friday, April 6 th , 2023	a. Continue make scan of documents and withdraw files + invoices from PT. Ivo Mas Tunggal (B 2572 PFF, B 2343 PFF, B 2383 PFF). b. Make canteen recap (employee food orders) in April 2023.		
		Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
		Participate in the Implementation of the K3L General Safety Talk in the PT. Ivo Mas Tunggal.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Thursday

Date : April 10th, 2023 to April 13th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, April 10 th , 2023	Make an invitation letter "Breaking Together" to Every Stakeholder concerned with PT. Ivo Mas Tunggal Dumai	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, April 11 th , 2023	a. As a committee in the implementation of the 2023 CSR Communication Forum. b. Participate in breaking the fast event with all employees of PT. Ivo Mas Tunggal and Orphanage Children.		
3	Wednesday, April 12 th , 2023	a. Make coupons for participants in the Ramadhan Cooking Oil Bazaar held by CSR PT. IMT b. Make Archives of Receipts for Refinery Employees' Snack Purchases in March 2023.		
4	Thursday, April 13 th , 2023	Make a list of coupon numbers and preparation for conducting the Ramadhan Cooking Oil Bazaar.		
		Notes by Industrial Coach.		

NO.	WORKING	EXPLENATION
1		As a committee in the implementation of the 2023 CSR Communication Forum.
2		Make coupons for participants in the Ramadhan Cooking Oil Bazaar held by CSR PT. IMT, Make a list of coupon numbers and preparation for conducting the Ramadhan Cooking Oil Bazaar.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : April 14th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Conduct the Ramadhan Cooking Oil Bazaar which is located in front of PT. Oleochemical Sejahtera Mas for the community (RT. 014, RT. 015, RT. 017). b. Make minutes of the delivery of cooking oil to the PKK Team.	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
		<p>Conduct the Ramadhan Cooking Oil Bazaar which is located in front of PT. Oleochemical Sejahtera Mas for the community (RT. 014, RT. 015, RT. 017).</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Tuesday

Date : April 17th, 2023 to April 18th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, April 17 th , 2023	a. Conduct a Ramadhan Cooking Oil Bazaar for All Employees and third Party Workers in the area of PT. IMT. b. Create Archives receipt of Goods Shipping documents via Tiki from PT. IMT	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, April 18 th , 2023	a. Participate in activities as a receptionist in the coordination meeting for the road and river bridge construction plans from CSR PT. Ivo Mas Tunggal b. Make a CSR report from the activities of the Ramadhan Cooking Oil Bazaar.		
		Notes by Industrial Coach.		

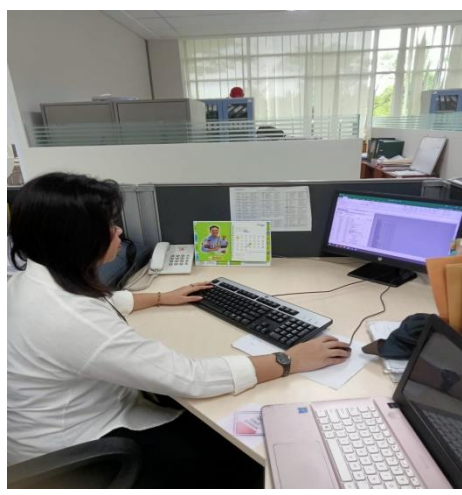
NO.	WORKING	EXPLENATION
1		Conduct a Ramadhan Cooking Oil Bazaar for All Employees and third Party Workers in the area of PT. Ivo Mas Tunggal.
2		Participate in activities as a receptionist in the coordination meeting for the road and river bridge construction plans from CSR PT. Ivo Mas Tunggal

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday - Friday

Date : April 19th, 2023 to April 21st, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Wednesday, April 19 th , 2023	a. Make a list of names for food orders for Shift I, II, and III Employees on Wednesday, April 19, 2023. b. Make a form for releasing oil delivery goods to the Dumai City Service.	Rheo Saferius Tumanggor, S. Pd	
2	Thursday, April 20 th , 2023	a. Make a list of names for food orders for Shift I, II, and III Employees on Thursday, April 20, 2023. b. Make proof of goods release form (Domestic Waste).		
3	Friday, April 21 st , 2023	a. Make a list of names for food orders for Shift I, II, and III Employees on Friday-Monday, 21-24 April 2023. b. Calculate sales results at the Ramadhan Cooking Oil Bazaar PT. IMT.		
	Notes by Industrial Coach.			

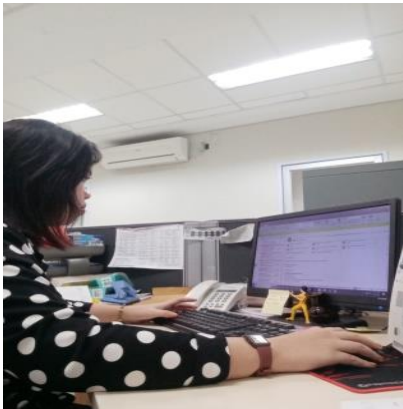

NO.	WORKING	EXPLENATION
		Make a list of names for food orders for Shift I, II, and III Employees on Wednesday - Monday, April 19, 2023 – April 24, 2023.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday - Wednesday

Date : April 25th, 2023 to April 26th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Tuesday, April 25 th , 2023	Make a list of names for food orders for Shift I, II, and III Employees on Tuesday, April 25, 2023.	Rheo Saferius Tumanggor, S. Pd	
2	Wednesday, April 26 th , 2023	a. Make a list of names for food orders for Shift II and III Employees on Tuesday, April 25, 2023. b. Confirmation of Budgeting related to the Ramadhan Cooking Oil Bazaar to PT. Ivo Mas Tunggal		
Notes by Industrial Coach.				




NO.	WORKING	EXPLENATION
1		Make a list of names for food orders for Shift I, II, and III Employees on Tuesday – Wednesday, April 25, 2023 – Aril 26, 2023.
2		Confirmation of Budgeting related to the Ramadhan Cooking Oil Bazaar to PT. Ivo Mas Tunggal

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday - Friday

Date : April 27th, 2023 to April 28th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Thursday, April 27 th , 2023	a. Conduct Online Interviews with prospective new employees at PT. Ivo Mas Tunggal b. Send documents for returning COP vehicle names and revoking files on B2378 PFF operational vehicles.	Rheo Saferius Tumanggor, S. Pd	
2	Friday, April 28 th , 2023	a. Examine the completeness of employee documents for each department. b. Make proof of goods release form (Domestic Waste).		
Notes by Industrial Coach.				

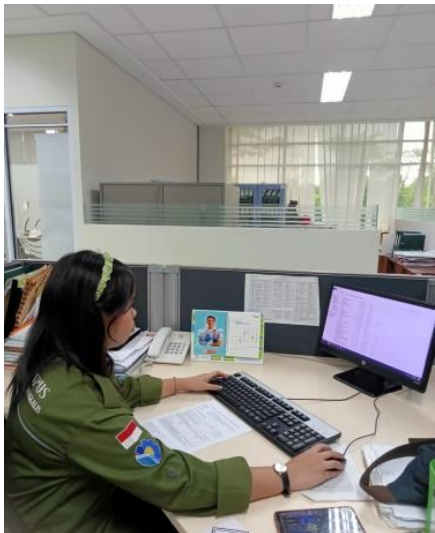
NO.	WORKING	EXPLENATION
1	 	Conduct Online Interviews with prospective new employees at PT. Ivo Mas Tunggal
2		Examine the completeness of employee documents for each department.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday - Friday

Date : May 2nd, 2023 to May 5th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Tuesday, May 2 nd , 2023	Make a letter of support for the construction of a mosque river bridge for each company.	Rheo Saferius Tumanggor, S. Pd	
2	Wednesday, May 3 rd , 2023	a. Make a work program report that has been implement and will be implement on CSR, Tzu Chi, and the Sinarmas Association for 2023. b. Make Mapping for CSR PT. Ivo Mas Tunggal, Tzu Chi and the Sinarmas Association in 2023		
3	Thursday, May 4 th , 2023	Continue to make CSR mapping for PT Ivo Mas Tunggal, Tzu Chi, and the Sinarmas Association in 2023.		
4	Friday, May 5 th , 2023	Continue the creation of CSR Mapping for the Marunda Industrial Area, North Jakarta.		
		Notes by Industrial Coach.		


NO.	WORKING	EXPLENATION
		Make a work program report that has been implement and will be implement on CSR, Tzu Chi, and the Sinarmas Association for 2023.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : May 8th, 2023 to May 12th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, May 8 th , 2023	Permission		
2	Tuesday, May 9 th , 2023	Make a memorandum for submitting funds for print media publishing Dumai City Anniversary Greeting Ads.		
3	Wednesday, May 10 th , 2023	a. Making recap of Operational Vehicle Expenses PT. Ivo Mas Tunggal. b. Make minutes of delivery of Domestic Waste to PT. Berkah Iboe Negeri Dumai.	Rheo Saferius Tumanggor, S. Pd	
4	Thursday May 11 th , 2023	Create proof of goods release form (Domestic Waste) from PT. Ivo Mas Tunggal.		
5	Friday, May 12 th , 2023	Make a receipt for the submission of employee milk extrafooding to the Engineering section		
		Notes by Industrial Coach.		

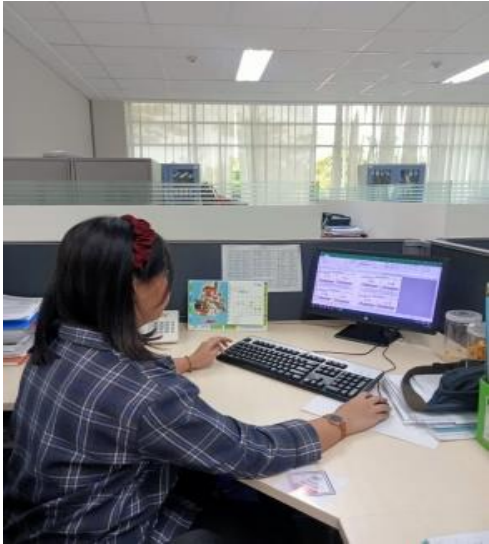
NO.	WORKING	EXPLENATION
1		Making recap of Operational Vehicle Expenses PT. Ivo Mas Tunggal, make minutes of delivery of Domestic Waste to PT. Berkah Iboe Negeri Dumai.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Wednesday

Date : May 15th, 2023 to May 17th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, May 15 th , 2023	Make a proposal to submit a street lamp repair in the area to the company from the CSR section of PT. Ivo Mas Tunggal.	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, May 16 th , 2023	Make an official report on the realization of the CSR program for cooking oil bazaar activities in the Lubuk Gaung sub-district.		
3	Wednesday, May 17 th , 2023	a. Create a request form for the implementation of social assistance activities b. Create archives for guest pickup via Cumbelut Courier in March 2023		
		Notes by Industrial Coach.		

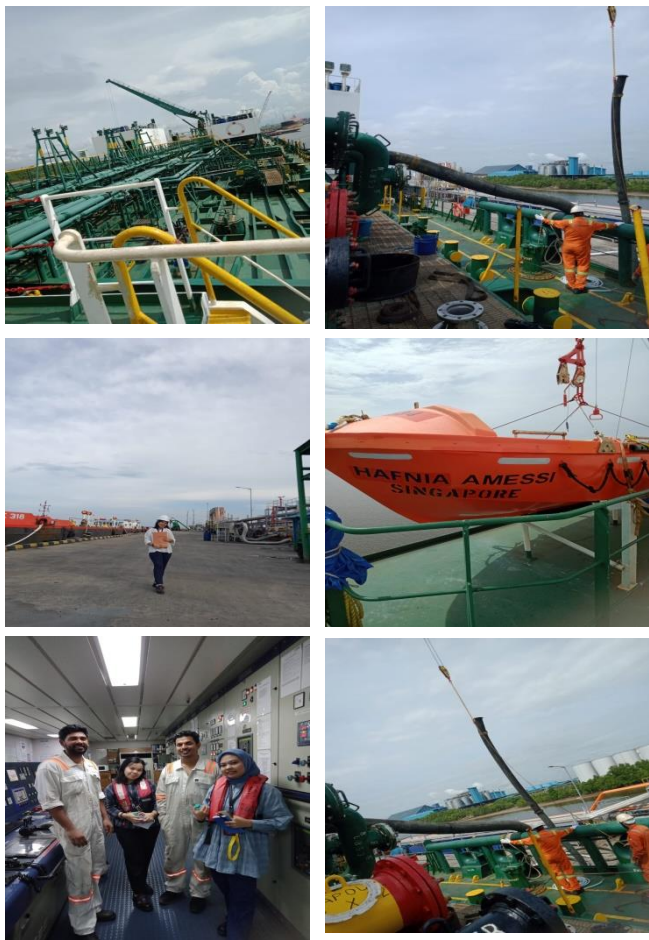
NO.	WORKING	EXPLENATION
		Make an official report on the realization of the CSR program for cooking oil bazaar activities in the Lubuk Gaung sub-district.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : May 19th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	a. Collect of data related to the Logistics process to the Jetty section. b. Follow the Jetty Officer supervising the process of loading products (CPO and Olein) onto the Tengker ship from India, Singapore.	Rheo Saferius Tumanggor, S. Pd	
	Notes by Industrial Coach.		


NO.	WORKING	EXPLENATION
		<p>Follow the Jetty Officer supervising the process of loading products (CPO and Olein) onto the Tengker ship from India, Singapore.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : May 22nd, 2023 to May 26th, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, May 22 nd , 2023	Make a scan of the Minutes of completion of PT. ISS in each department.	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, May 23 rd , 2023	a. Make a Competency Test questions for employees of PT. Ivo Mas Tunggal Dumai. b. Make a presentation materials related to PR and CSR programs.		
3	Wednesday, May 24 th , 2023	a. Make Scan Minutes of Meeting from HRGA. b. Make a price list for equipment certification that will be submitted for funding.		
4	Thursday May 25 th , 2023	a. Send a list of continuous permits for PT. OSM. b. Carry out inspection and submission of equipment certificates to PT. Safindo Teknik Raya.		
5	Friday, May 26 th , 2023	Continue the inspection and submission of the wrong certificate to PT. Safindo Teknik Raya.		
		Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
1		Carry out inspection and submission of equipment certificates to PT. Safindo Teknik Raya.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : May 29th, 2023 to June 2nd, 2023


NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, May 29 th , 2023	Make a scan of employee certificates	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, May 30 th , 2023	Make proof of submission of the BPKB of the company's operational vehicles.		
3	Wednesday, May 31 st , 2023	Make a copy of changes to the Bipartite LKS Organizational Structure recording		
4	Friday, June 2 nd , 2023	a. Scan the completeness of the documents required for new employees. b. Make a scan of the STNK of the company's operational vehicles		
		Notes by Industrial Coach.		


NO.	WORKING	EXPLENATION
	 	Make a scan of employee certificates, make a copy of changes to the Bipartite LKS Organizational Structure recording, scan the completeness of the documents required for new employees.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : June 5th, 2023 to June 9th, 2023

NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, June 5 th , 2023	Make minutes of handover of the extension of the company's operational vehicle tax	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, June 6 th , 2023	Make a form for releasing goods (domestic waste) to PT. Berkah of Iboe Negeri.		
3	Wednesday, June 7 th , 2023	Summary all complaints and input from the community for the next CSR work program to make it better.		
4	Thursday June 8 th , 2023	Conduct a community satisfaction index assessment survey of the CSR program of PT. Ivo Mas Tunggal Dumai.		
5	Friday, June 9 th , 2023	a. Check outgoing goods (distribution of employee UHT Milk) from the General Affair. b. Implement blood donation activities by the Buddhist Tzu Chi Foundation together with the Sinarmas Dumai Association.		
		Notes by Industrial Coach.		

NO.	WORKING	EXPLENATION
1		Conduct a community satisfaction index assessment survey of the CSR program of PT. Ivo Mas Tunggal Dumai.

2




Implement blood donation activities by the Buddhist Tzu Chi Foundation together with the Sinarmas Dumai Association.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : June 12th, 2023 to June 13th, 2023

NO.	Date and Time	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, June 12 th , 2023	a. Make a report on the realization of Germas Village activities carried out by CSR PT. Ivo Mas Tunggal and the Sinar Mas Association, Dumai City b. Enter the list of Media Release lists for the CSR section at PT. Ivo Mas Tunggal.	Rheo Saferius Tumanggor, S. Pd	
2	Tuesday, June 13 th , 2023	a. Create a Memorandum for submitting subscriptions to the Tanjak Network Dumai Newspaper. b. Farewell event for releasing apprentice students from the Bengkalis State Polytechnic.		
	Notes by Industrial Coach.			

NO.	WORKING	EXPLENATION
		Farewell event for releasing apprentice students from the Bengkalis State Polytechnic.

