

APPRENTICESHIP REPORT
PT. IVO MAS TUNGGAL LUBUK GAUNG
DUMAI

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Written as one the conditions for complementing Apprenticeship

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Bengkalis, June 13th, 2023

Logistics Operation - Transport
PT. Ivo Mas Tunggal - Lubuk Gaung



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CHAPTER I

INTRODUCTION

1.1 Internship Background

Education is the most important thing in our lives as a foundation for preparing for the future. Education is a means to increase knowledge, hone skills in solving problems, improve the economy, to create better jobs. Higher education as one of the educational institutions for the nation's generation has a very important role in character building and is expected to be able to produce quality graduates so as to be able to bring the Indonesian people forward.

Bengkalis State Polytechnic is the only State Polytechnic located in Riau. A vocational college established by the Bengkalis Regency Government since 2000 which has an orientation in the fields of information technology, commerce, languages, manufacturing, and maritime affairs. Initially, the Bengkalis State Polytechnic was named the Bengkalis Shipping Polytechnic, the development of the Bengkalis Shipping Polytechnic was the result of a collaboration between the Bengkalis Regency Government and the Gema Bahari Foundation.

At the beginning of its establishment, Bengkalis State Polytechnic had three study programs, namely Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. In the process of providing education, the Bengkalis Shipping Polytechnic changed its name to the Bengkalis Polytechnic which is under the auspices of the Bengkalis Build Insani Foundation or abbreviated as YBI Bengkalis. At that time, the Bengkalis Polytechnic had held five study programs, including Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration.

On December 26, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia. In 2013 Bengkalis State Polytechnic added 2 new study programs, namely D4 (Mechanical Production

and Maintenance Engineering and Electrical Engineering) and 3 D2 study programs (Welding Engineering, Power Generation System Engineering and Computer Accounting) which are study programs outside the domicile (PDD). in 2020 Bengkalis State Polytechnic added a new study program, namely the D4 (INFORMATION SYSTEM SECURITY) study program which is currently popular.

The mission of the Bengkalis State Polytechnic is to carry out intellectual development and abilities, skills in their fields, emotional balance and spiritual appreciation through a quality teaching and learning process and produce graduates who are competent, characterized, competitive, have an entrepreneurial spirit, and carry out research in the context of developing science and technology and disseminating results -the result.

In this case, an internship or better known as "Work Practice" or abbreviated as KP is a series of activities that include understanding scientific theories or concepts that are applied in work according to the field of study. Internships can improve 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 and get work experience that can face the real world of work. In addition, so that students can develop practical skills and be able to learn new things from each assignment given, as well as improve relationships in a professional environment. So, 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.

Bengkalis State Polytechnic is a vocational college that produces students who are competent in their respective fields. In everyday learning, the education students receive is direct practice of how to work in the real world according to their respective study programs. This is intended so that students have the provision and ability to face the real world of work. In addition, Bengkalis State Polytechnic also provides an internship program as a way to improve students' ability to adapt and gain real-world work experience that applies to all majors at Bengkalis State Polytechnic.

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 some of the recommendations given, the author is interested in doing an internship in the petroleum industry, namely PT. Ivo Mas Tunggal Lubuk Gaung in Dumai.

The oil industry plays an important role in today's modern society in fulfilling needs such as for 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, operations and supply chain management pays little attention to the challenges that the industry faces in supply chain management.

Cooking oil is a kitchen ingredient that is familiar to households, and has even complemented the culinary culture of the Indonesian people for a very long time 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 own 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. This is because cooking oil products are included in the nine basic commodities whose existence is very important in society, especially the people of Indonesia. In the era of globalization that continues to grow, many new companies have sprung up, so that business competition between companies is getting tougher. Many companies are growing either the same type (existing company) or different, in order to gain wider market opportunities and meet changing consumer tastes.

Companies are required to be efficient in every line to win business competition or even just to maintain company consistency. The success of a company is determined by several supporting factors owned by a 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 Apprenticeship Purpose

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

1. To Describe the work during the internship.
2. To find out the place and time of the internship.
3. To explain the apprenticeship system and procedures.
4. To find out the obstacles and solutions during the internship.

1.3 Significance of 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 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 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 For Bengkalis State Polytechnic

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

A 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) as well as a port which is quite strategic as a cross-road for exports to foreign countries. 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 Location and Factory Area of PT. Ivo Mas Tunggal Dumai
Source: Processed Data 2023

The Sinar Mas Group was established in 1962 which 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 Cellular, 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. Other companies, such as:
 - a. Sinar Mas Trading
 - b. Sinar Mas Telecommunications
 - c. Sinar Mas Chemical

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 pillaging and harvesting of oil palm fruit, processing fresh fruit bunches into crude palm oil (CPO) and palm kernel and refining CPO into added value 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 broad marketing network, both domestic and international.



Figure 2.2 Main Office of 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.



Figure 2.3 CPO and PK Weighing Locations

Source: Processed Data 2023

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 have are the Halal Assurance System, RSPO, GMP+B2, ISCC and HVO certifications obtained in 2015.

2.2 Vision, Mission and Corporate Culture

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

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



Figure 2.3 Sinarmas Agri Company Logo
Source: Processed Data 2023

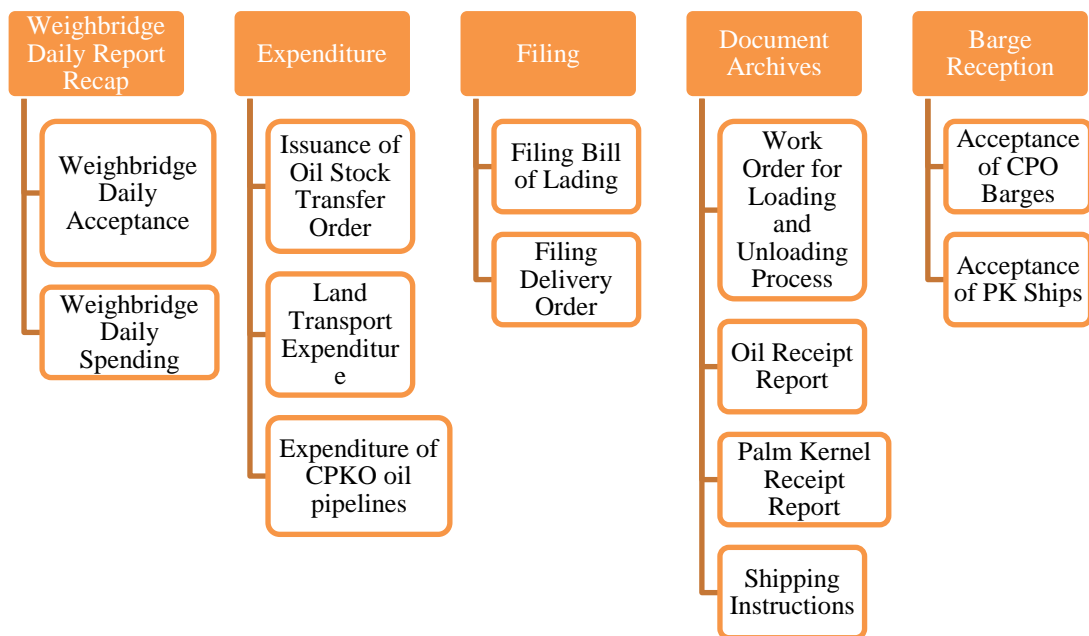
2.4 Code of Ethics of PT. Ivo Mas Tunggal

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 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 has done, namely work carried out in the Logistics Operations Department, Section Transport. In compiling this report, the author explains how the author's work during the internship at PT. Ivo Mas Tunggal Dumai as follows:

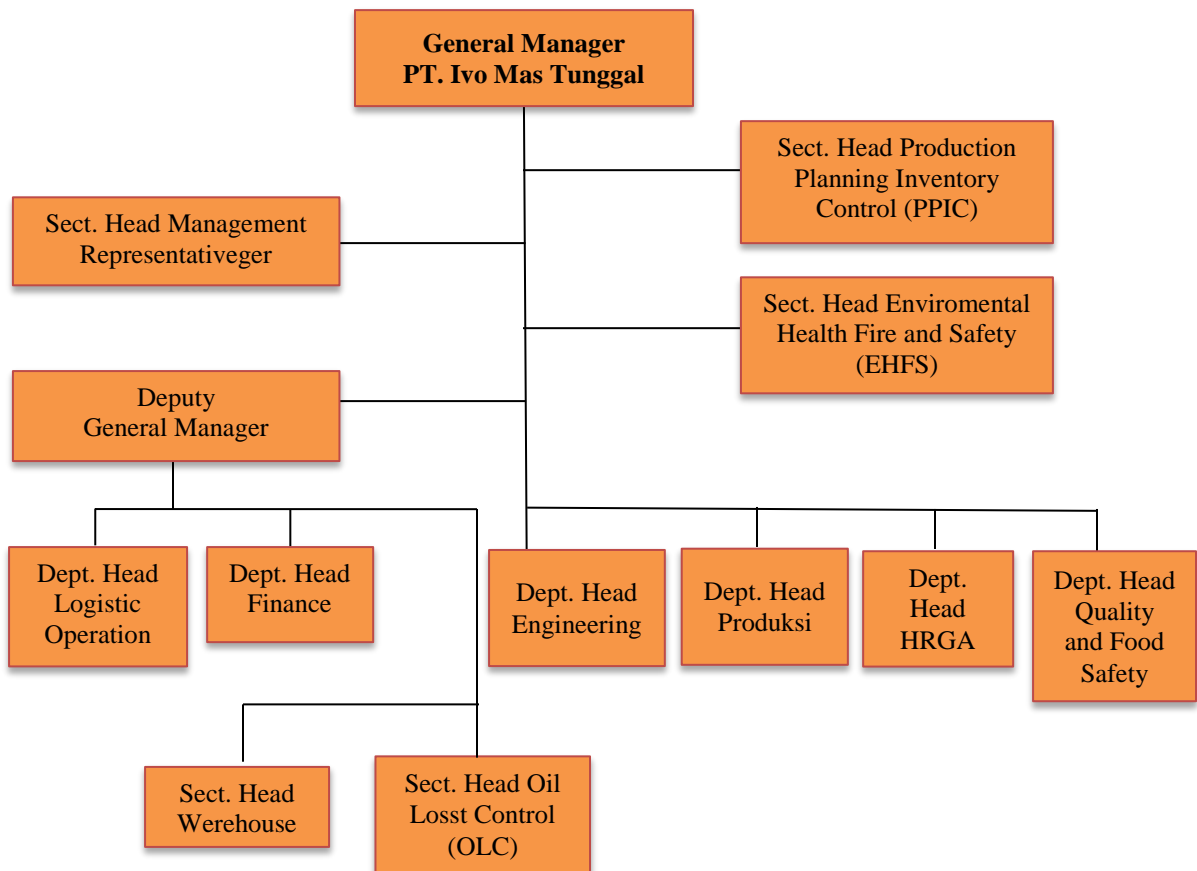


Flowchart 2.1 The Author's Work Is Doing An Internship At PT. Ivo Mas Tunggal Dumai.

Source: Processed Data 2023

2.6 Organizational Structure

The organizational structure of the PT Ivo Mas Tunggal Lubuk Gaung company can be seen in Flowchart 2.1 the following:



Flowchart 2.2 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 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 and 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, security in an integrated manner to ensure the development of human resources, a safe work environment that can support company goals with the right operational costs.

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 in order 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.

2.7 Documents 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. Shore Sounding Report (SSR).

Sounding is checking the level of liquid in the tank considered as part of the sounding process on board. The final tank value is the total amount of liquid (oil, bilge, or water) in the ship's tanks. The initial process is to first measure the depth of the fluid from the surface to the bottom of the tank using a

sounding tape. The sounding tape value is then used in calculating the final sounding value, which is obtained using the sounding table by considering the list and trim of the ship and the fluid storage temperature (especially for oil and As density of oil is affected by temperature). The Shore Sounding Report is used to record CPO, PK, RBDPO, CPKO barges, and so on.

2. Minutes of Oil Production Sounding.

Minutes of sounding of oil expenditure are used to find out how much CPKO (Crude Palm Kernel Oil) is coming in and going out. The BA is a report on expenses via pipelines between PT. Ivo Mas Tunggal and PT. Prosperous Energy Mas.

3. Minutes of Stock Transfer Order (STO).

The STO report is used to find out how much oil has come out. In this case, there are several types of STO, namely, CPO STO, CPKO STO, and RBDPO STO. The BA is a report on STO expenditures issued directly by PT. Ivo Mas Tunggal between tanks.

4. Ship Unloading Form.

The ship disassembly form is one of the documents when the author recapitulates CPO (Crude Palm Kernel Oil) and PK (Palm Kernel) barges. The ship unloading form (FPK) contains B/L date, supplier name, type of certificate, and contract number which is used for the registration process of the oil if it enters PT. Ivo Mas Tunggal Lubuk Gaung.

5. Palm Kernel Acceptance Report.

Palm Kernel Receiving Report is a report when the truck containing the PK has completed the transfer and along with the complete documents, a report is made for the archival data document receipt has been completed as well as proof of payment at the HO (Head Office).

6. Oil Receipt Report (LPM)

Oil Receipt Report is a report when a ship/truck containing oil has completed the transfer and along with the complete documents, a report is made for the

archival data of the receipt document as proof of payment at the HO (Head Office).

7. Incoming Shipment (Quality Quality).

Incoming Shipment is the result of quality analysis to determine whether oil is suitable for trading or not. Usually, Incoming Shipment data consists of the results of analysis of FFA (Free Fatty Acid), M&I (Moisture & Impurities), DOBI (Deterioration of Bleachability Index), TVM, Broken Kernel, etc.

8. Incoming Documents

Incoming documents are detailed reports when barges on CPO and PK arrive, and are used as one of the materials for recapping ships as archives. The Incoming Document consists of a Timesheet which describes the time of arrival of the ship until the departure of the ship, Statement of Fact Liquid Product Discharge which explains the Seal Report, Ship Figure Report, Condition After Discharge, and Completing , as well as the BA Ship Sounding document which explains the results of the sounding of the port of origin and destination of the ship as well as the quantity.

9. Work Order for Loading and Unloading Process.

Work Order for Loading and Unloading Process (SPK PBM) is an order document in the process of unloading a ship, where when the letter has been issued, the arriving ship can already be unloaded by workers.

10. B/L document (Bill of Lading)

Bill of lading or BL is a list of cargo in the form of a document used to transport goods. This document contains a contractual agreement made by the shipping party signed by the freight forwarding service company.

11. Document DO (Delivery Order)

Delivery Order is a securities that certifies ownership of goods or cargo.

12. Outlook application

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

CHAPTER III

SCOPE OF THE INTERNATIONAL

3.1 Job description

This internship program was held at PT. Ivo Mas Tunggal Dumai for 4 (four) months. In carrying out the internship, the author is placed in the Logistics Operations Department as a Logistics Admin. There are several tasks carried out during the internship at PT. Ivo Mas Tunggal Dumai, namely:

1. Recap the results of Weighing / Weighbridge.
2. Recap CPO barges and PK ships.
3. Recap of Landtransport, Pipeline, and STO (Stock Transfer Order) expenditures.
4. Filing Delivery Order (DO).
5. Recap Outstanding STO.
6. Filing Bill of Lading (B/L).
7. Document archive.

The Logistics Operations Department includes a series of activities involved in managing the flow of goods or services from the point of origin to the point of final consumer. Logistics operations involve planning, implementing and efficiently controlling all related processes such as procurement, production, storage, transportation, distribution and inventory management.

The goal of Logistics Operations is to ensure that products or services are available on time, in good condition, and at an efficient cost. This involves complex coordination between the various parties involved, including suppliers, manufacturers, stockholders, distributors, logistics parties and the final consumer.

Logistics Operation includes various elements, such as demand planning, inventory management, transportation, monitoring and tracking, quality control, risk management, and handling customer claims or complaints. In addition, with advances in information technology, logistics operations also involve the use of supply chain

management systems and related technologies, such as warehousing management software, tracking systems, and process automation.

In this regard, efficient logistics operations are essential to achieve timely and cost-effective movement of goods, minimize inventory costs, meet customer demands and maintain competitive advantage. By optimizing logistics processes, companies can improve customer satisfaction, reduce waiting times, improve product availability, and streamline overall supply chain management.

Logistics Operations Department PT. Ivo Mas Tunggal consists of 3 divisions namely:

1. Section Jetty

The Main Duties of the Section Jetty are handling special ships such as large tankers/Super Tankers and is fully responsible for safety and security in handling ships while in port and carrying out Loading/Discharging activities.

2. Section Operations.

The main task of Section Operations is to work closely with the WB and Tank Yard sections on the daily cut-off of oil revenues and expansions so that the quantity data of oil revenues and property expansion can be traced, responsible for the delivery of iscc and non iscc oil to ships, bulking, and through loss of trucks, monitor the preparation and process of using generators, machines and consumers through the loss of trucks, prepare plans for cleaning CPO bulk tanks on a regular basis, be responsible for maintaining and caring for all equipment and environmental cleanliness at the CPO Terminal location, checking and repairing steam tracking leaks, and others etc.

3. Transport Section

The main task of Section Transport is to ensure the availability of raw materials for production, to ensure timely collection of raw materials in accordance with the contract taking schedule at the PKS. Section Transport also cooperates with Section Jetty in the process of transporting raw materials from barges.

In three sections of the Logistics Operations Department the author is placed in the Transport Section which is the Logistics Admin. In general, the details of some of the tasks that the author did during his internship at PT. Ivo Mas Tunggal Dumai in the Transport division, as follows:

1. Recap daily receipts and expenditure reports on the scales. Acceptance is usually land and sea PK, CPO PLB and Kaber, CPKO. Meanwhile, expenditures are PKE, CPKO, and PFAD.
2. Recapitulate land transport expenditure reports, such as PKE, CPKO, and PFAD.
3. Recap CPKO expenses from PT. Ivo Mas Tunggal to PT. Golden Prosperous Energy via pipelines.
4. Recapping CPO and PK barges.
5. Filing B/L (Bill of Lading) and DO (Delivery Order).
6. Separating Sales Contract documents in SAP (System Application and Processing).
7. Recap Outstanding Expenses.
8. Recapitulation of STO CPO, STO CPKO, and STO RBDPO expenditures.
9. Sending the results of Outstanding Local recaps and STO expenditures via e-mail.
10. Classify and archive Work Orders for the Loading and Unloading Process (SPK PBM), Palm Kernel Acceptance Reports (LPPK), Oil Receipt Reports (LPM) and Shipping Instructions (IP).
11. Making absences for VMC ILM (Vision and Mission Culture, I Love Monday)
12. Recapitulation of the incoming ship's monthly incentive timesheet.
13. List the ATK collection list for supplies in the Logistics Office.
14. Revise daily receipts and expenditure reports.
15. Updating NCCR (Non Conformity Control Report).
16. Record Weighbridge quantity and invoices
17. Filing of Sounding Minutes of CPKO oil production to PT. esm.

18. Grouping and archiving oil quality approval documents to vendors.
19. Update NCCR payment date from SAP.
20. Updating incoming oil Purchase Order invoice payments.
21. Recap PT bills. Independent Indonesian Logistics.
22. Grouping and checking penalty bills for quality.
23. Updating the quality verification of scales at PO Closed.
24. Updating the complete status of Outstanding CPO PLB, Outstanding CPKO PLB, Outstanding CPO, and Outstanding PK in the Weighbridge Application.
25. Check the condition of the Tank Farm.
26. Check and Update APAR (Light Fire Extinguisher).
27. Grouping and sorting quality and loss penalty documents.
28. Updating PAM bills.
29. Ship production record..
30. Updating the final heating on the CPO barge recap.
31. Update incentive reports.

3.2 Apprenticeship Place

Practical Work is carried out after students take semester VIII, Practical Work is carried out for approximately 4 (four) months. From 13 February 2023 to 13 June 2023 at PT. Ivo Mas Tunggal which is located on Jl. RT Coconut. 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. Whereas in the month of Ramadan it starts at 07.30 WIB until 16.00 WIB for Monday-Friday

3.3 Systems and Procedures

Internship Systems and Procedures that have been carried out at PT. Ivo Mas Tunggal Dumai from 13 February to 13 June 2023 in the Transport Section are as follows.

1. Make a Recap of Weighbridge Receipts and Expenditures.

In doing a recap of receipts and expenditures, the thing that must be done first is to recap receipts in the 'WB RECAP' file and expenditures in the '2023 EXPENDITURES RECAP' file.

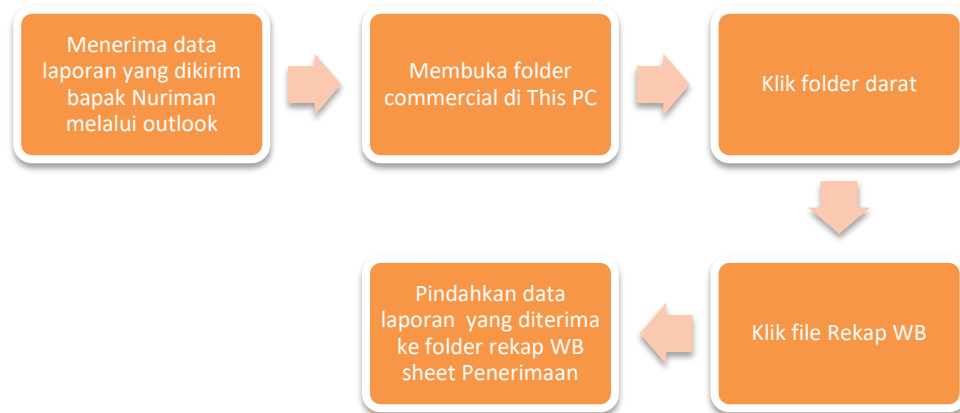
a. Weighbridge Admissions Recap

In carrying out this activity the author gets the task of doing a Weighbridge reception recap. First, the author first opens Outlook and checks incoming Outlook messages, then looks at the inbox and receives Outlook messages from Mr. Nuriman as a Weighbridge officer, then moves the resulting data to the REKAPAN WB folder by first opening the Commercial folder on This PC, then selecting the folder Land, then WB 2023 Recap.



Figure 3.1 Recapping Weighbridge Receipt and Expenditure Reports
Source: Processed Data 2023

The procedure for recapitulating Weighbridge receipts must be carried out as follows.



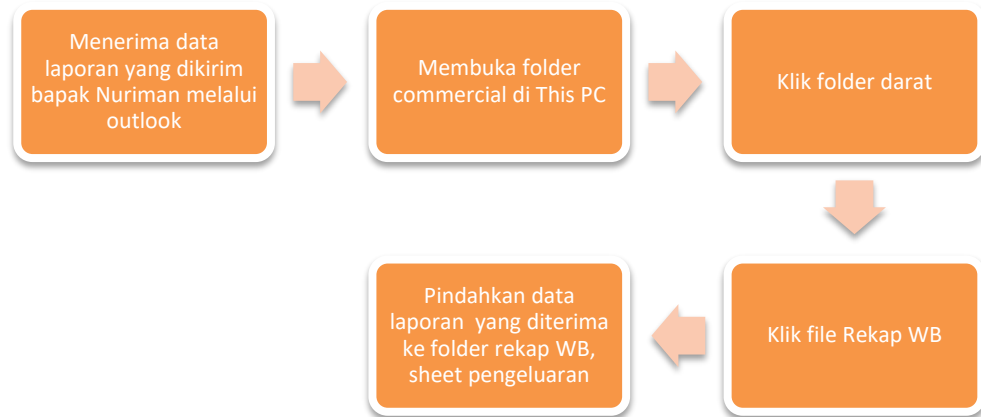
Flowchart 3.1 Recapping the Weighbridge Daily Expenditure Receipt Report

Source: Processed Data 2023

b. Weighbridge Expenses Recap.

In carrying out this activity, the author conducts a recap of Weighbridge expenses. Receipt of weighbridge expenses is not much different from how to recapitalize weighbridge receipts. First, the author first opens Outlook and checks incoming e-mail, then looks at the inbox and receives an Outlook message from Mr. Nuriman as a Weighbridge officer, then moves the results of the data received to the REKAPAN WB folder by first opening the Commercial folder on This PC, then selecting the Land folder. , then WB 2023 Recap.

The procedure for recapping Weighbridge expenditures must be carried out as follows.



Flowchart 3.2 Recapping the Weighbridge Daily Expenditure Report

Source: Processed Data 2023

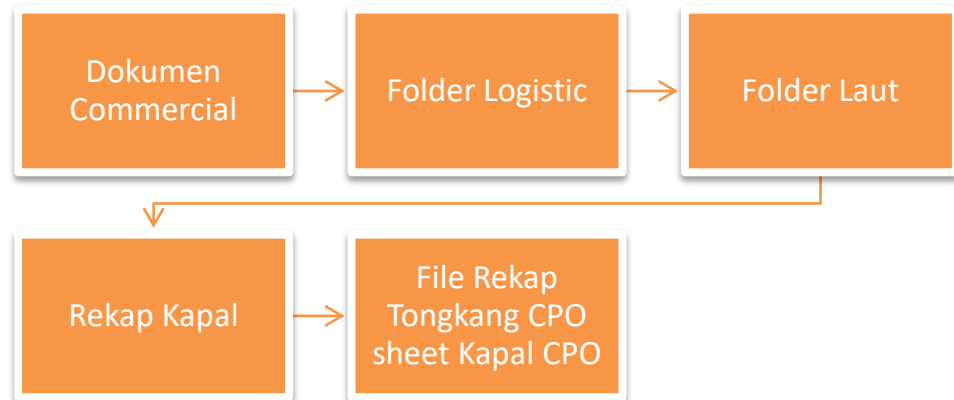
2. Recapitated CPO, CPKO and PK barges.

Barges are ships that transport raw materials, such as CPO, CPKO, and PK. Every incoming barge that must be considered is the inter-cooperation contract along with other documents, these documents will help with the recording of the ship that is leaning on the pier. As for the documents, such as Ship Unloading Form, Liquid Discharging Time Sheet, Statement of Fact Liquid Product Discharge, Minutes of Ship Sounding, Shore Sounding Report Before and Final.

a. Recap CPO Vessels

In doing a recap on the CPO barge, the first thing the author does is open the CPO barge recap file first by logging in to the computer using the NIK and user password, then open the document and commercial data, then click the logistics folder, then click the marine folder, then ship recap folder and click CPO barge recap.

As for opening the 'CPO Barge Recap' file, what must be done is as follows.



Flowchart 3.3 Opening the CPO Barge Recap Folder

Source: Processed Data 2023

After the CPO barge recap file has been opened, the next step is for the author to open the Shipwrecking Form file to support the recap data. Opening the Ship unloading Form file is the same as opening the CPO barge recap file, namely by opening the document and commercial data, then clicking the Logistics folder, then clicking the sea folder, then the ship unloading form folder, then clicking 2023, then clicking CPO barge unloading.

No	No. B/L	Suplai	No. Entral	No. PO	Qstori (kg)	INCC-ESPO ID
1	331.016	PT. KRISNA DUTA AGRONINDO	DEC-111120230001	400071123	980,000	INCC-ESPO ID: 13-118-18120230-120511 Em = 181.005 ; El = 1 ; Ep = 1.18 ; Etd
2	331.017	PT. KRISNA DUTA AGRONINDO	DEC-111120230001	400071123	100,000	NON
3	331.018	PT. SATYA KISMA USAHA	DEC-11001120230001	400071123	1,000,000	INCC-ESPO ID: 13-118-18120230-120511 Em = 181.005 ; El = 1 ; Ep = 1.18 ; Etd
4	331.018	PT. PRIMATAMA KRASIDIAS	DEC-000130230001	400071123	100,000	NON
Total					1,080,000	

Figure 3.2 Ship Unloading Form
Source: Processed Data 2023

As for opening the 'Ship Unloading Form' file, what must be done is as follows.



Flowchart 3.3 Opening the CPO Barge Recap Folder
Source: Processed Data 2023

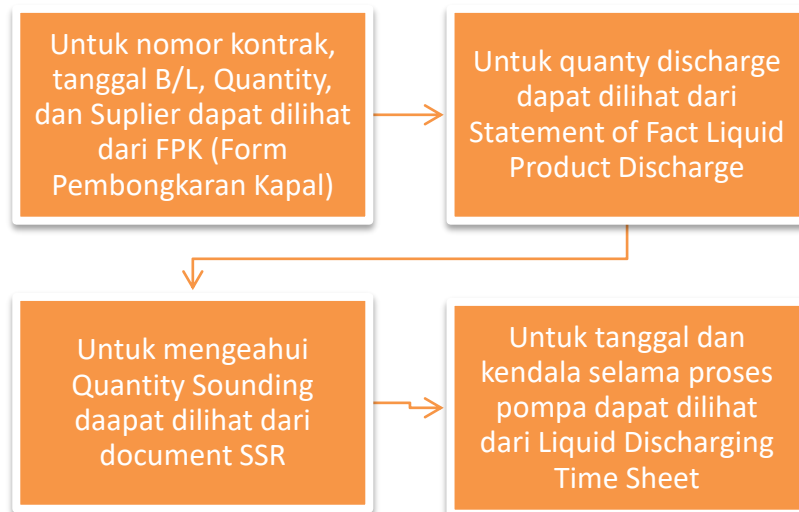
Other supporting data such as Liquid Discharging Time Sheet, Liquid Product Discharge Statement of Fact, Ship Sounding Minutes, Shore Sounding Report Before and Final, we can open in the ship's acceptance document.

After all the supporting data is available, the ship data can be recapitulated. But when the supporting data is incomplete, the ship recap data collection is pending.



Figure 3.2 Recapitulating CPO Barges
Source: Processed Data 2023

The procedure for recapitalizing barges that must be carried out is as follows.

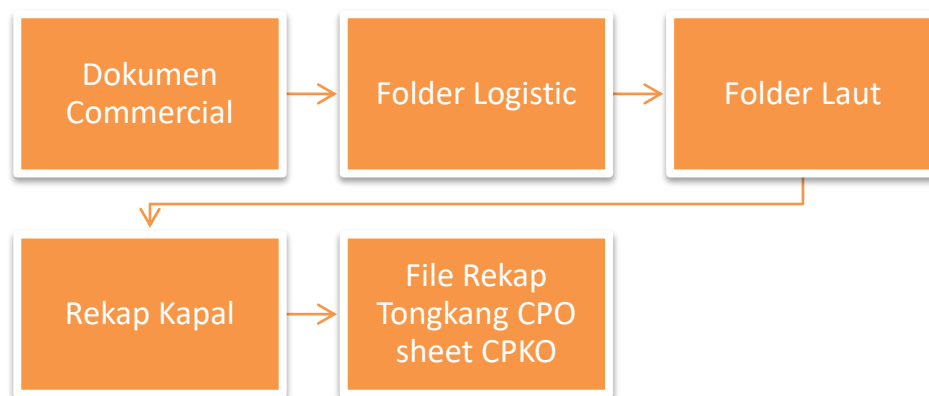


Flowchart 3.4 Making a Summary of CPO Barges
Source: Processed Data 2023

b. CPKO Vessel Recap

In conducting a recap on the CPKO barge, it is the same as doing a recap on CPO where the first thing the author does is open the barge recap file first by logging in to the computer using the NIK and user password, then open the document and commercial data, then click the logistics folder , then click the sea folder, then the ship recap folder and click the CPO barge recap in this file there are two excel sheets, then the author chooses the CPKO sheet.

As for opening files to recap CPKO barges, what must be done is as follows.



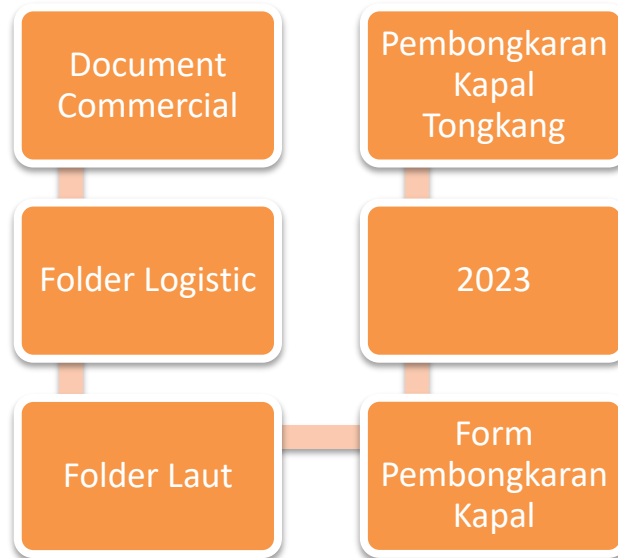
Flowchart 3.5 Opening the CPO Barge Recap Folder

Source: Processed Data 2023

In recapping CPKO barges, FPK data is needed as a support when recapping. After the CPKO barge recap file has been opened, the next step is the author opening the Shipwrecking Form file to support recap data. Opening the Shipwrecking Form file is the same as opening the CPKO barge recap file, namely by opening the document and commercial data, then clicking the Logistics folder, then clicking the marine folder, then the

shipwrecking form folder, then clicking 2023, then clicking CPKO barge unloading.

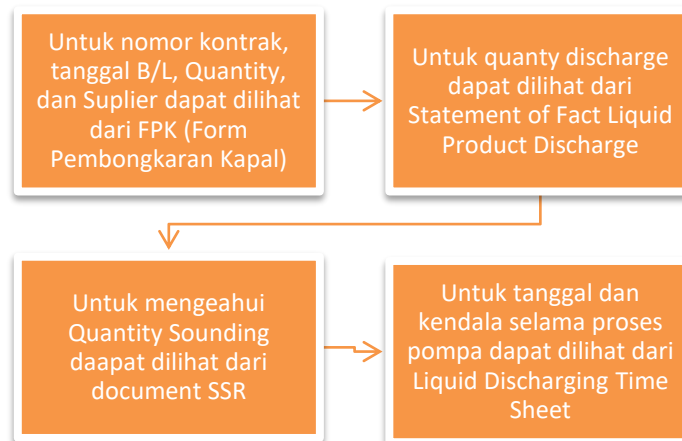
As for opening the 'Ship Unloading Form' file, what must be done is as follows.



Flowchart 3.6 Opening the CPKO Barge Recap Folder

Source: Processed Data 2023

The procedure for recapitalizing barges that must be carried out is as follows.



Flowchart 3.7 Make a CPKO Barge Recap

Source: Processed Data 2023

c. PK Ship Recap

In doing a recap on the PK ship, the first thing the author does is open the PK ship recap file first by logging in to the computer using the NIK and user password, then open the document and commercial data, then click the logistics folder, then click the maritime folder, then the recap folder ship, PK ship recap.

The procedure for opening the PK ship recap folder, which must be done as follows.



Flowchart 3.8 Opening the PK Ship Recap Folder

Source: Processed Data 2023

To recap incoming PK ships, some supporting data is needed, such as the PK Ship Unloading Form, Incoming Shipment Report, Timesheet.

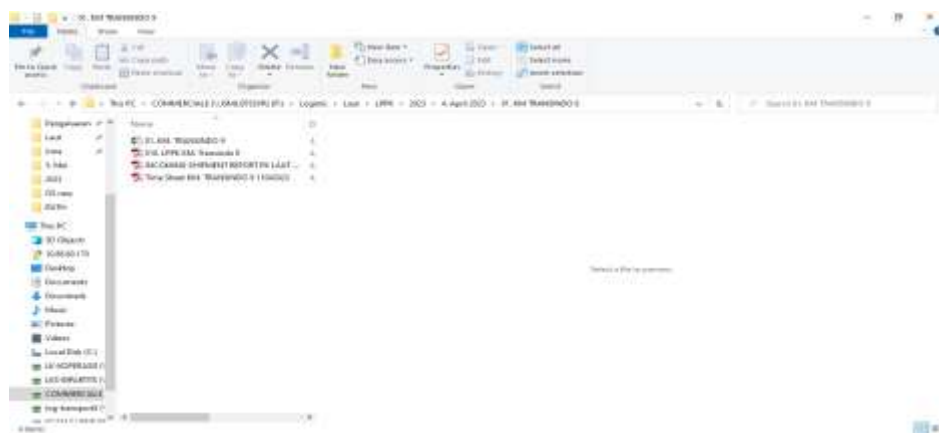


Figure 3.2 Data Documents for Recapping CPO Barges

Source: Processed Data 2023

The procedure for opening supporting data documents for recapping PK ships is as follows.



Flowchart 3.9 Opening the PK Ship Recap Folder

Source: Processed Data 2023

After all the supporting data is available, the ship data can be recapitulated. But when the supporting data is incomplete, the ship recap data collection is pending.



Figure 3.3 Recapping PK Ships

Source: Processed Data 2023

The procedure for recapping the PK ship that must be carried out is as follows.



Flowchart 3.10 Making PK Ship Recap

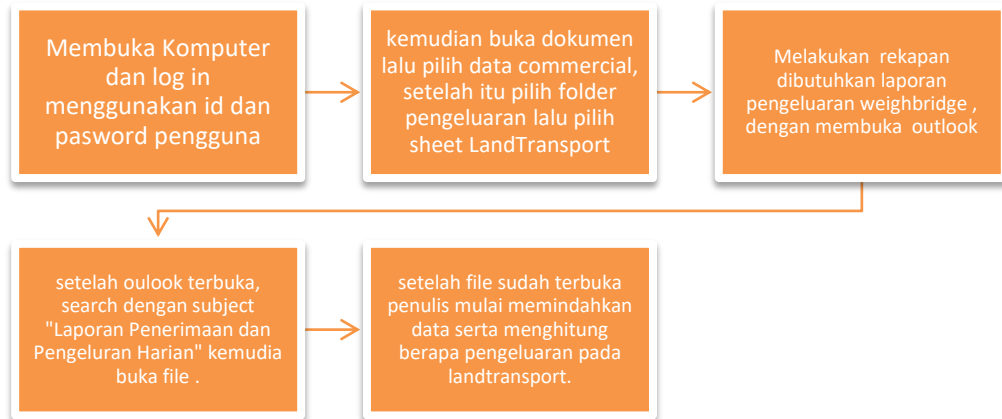
Source: Processed Data 2023

3. Recap of Landtransport, Pipeline, and STO (Stock Transfer Order) expenditures. In this activity the author gets the task of recapping several expenses such as recapping Landtransport, Piping, and STO (Stock Transfer Order) expenses.

- a. Landtransport Expenditures

Landtransport expenditures are expenditures in the transportation of raw materials by land such as tank cars or trucks. Usually the materials that the author recaps when recapping land transport expenditures are CPKO, PFAD, and PK. In carrying out this activity the data needed is the expenditure data contained in the weighbridge expense report sent by Mr. Nuriman as the Weighbridge Officer of PT. Ivo Mas Single.

The procedure for recording land transport expenditures is as follows.



Flowchart 3.11 Make a Recap of Land Transport Expenses

Source: Processed Data 2023

No.	Tanggal	Momen	Company	Area	Produk	No. Dokumen	Debit	Loan	Transport	Berkas
218	21.02.23	PT. SAT	PT. INTRENIA PERKASATAMA	Laboh-Gayang	CRKO	54071487	180,210	16,378	011.848	CT. TELAN BELTA
219	21.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PEB	54071487	275,540	96,990	012.170	PT. KUDAMAS BISTAM BIAHTERA
219	21.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PEB	54071487	219,570	78,810	011.480	PT. SUMBER KENCANA INDI
242	21.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PEB	54071487	441,480	148,230	011.180	PT. KUDAMAS BISTAM BIAHTERA
242	21.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PEB	54071487	424,890	149,790	011.070	PT. SUMBER KENCANA INDI
242	21.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PEB	54071487	175,230	60,870	011.590	PT. KUDAMAS BISTAM BIAHTERA
242	21.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PEB	54071487	1.929,570	1.002,090	1.828.480	PT. KUDAMAS BISTAM BIAHTERA
242	21.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PEB	54071487	348,280	158,090	011.890	PT. SUMBER KENCANA INDI
242	21.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PEB	54071487	408,480	222,870	404.810	PT. KUDAMAS BISTAM BIAHTERA
242	21.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PEB	54071487	1.207,890	425,580	804.310	PT. KUDAMAS BISTAM BIAHTERA
242	21.02.23	PT. SAT	PT. INTRENIA PERKASATAMA	Laboh-Gayang	PEAD	54071487	21,440	11,740	0.700	PT. INTRENIA PERKASATAMA
242	21.02.23	PT. SAT	PT. INTRENIA PERKASATAMA	Laboh-Gayang	PEAD	54071487	180,240	115,720	248.420	PT. INTRENIA PERKASATAMA
250	24.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PKC	54071487	428,230	189,890	281.130	PT. KUDAMAS BISTAM BIAHTERA
251	24.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PKC	54071487	1.797,230	578,840	1.218.480	PT. KUDAMAS BISTAM BIAHTERA
252	24.02.23	PT. SAT	PT. INTRENIA PERKASATAMA	Laboh-Gayang	PEAD	54071487	340,890	111,480	228.180	PT. INTRENIA PERKASATAMA
253	24.02.23	PT. SAT	PT. INTRENIA PERKASATAMA	Laboh-Gayang	PEAD	54071487	28,210	11,210	24.090	PT. INTRENIA PERKASATAMA
254	24.02.23	PT. SAT	GUZANG HEWA WELDIDO BII	Laboh-Gayang	PKC	54071487	10,830	11,230	11.620	PT. KUDAMAS BISTAM BIAHTERA

Figure 3.4 Expenditures for Land Transport

Source: Processed Data 2023

b. Piping Expenditures.

Piping expenditure is the expenditure of CPKO oil through a pipe channeled from PT. Ivo mas Tunggal to PT. Prosperous Energy Mas. Which company

is a form of cooperation among fellow PT. SMART TBK or what we often call Sinarmas Company.

The initial step to do a recap of piping expenditures is to first open the computer then log in using the user id and password then open the commercial data and select the logistics folder then select the expenditure folder, then select again 2023, and finally select the 2023 expenditure recap with the piping sheet.

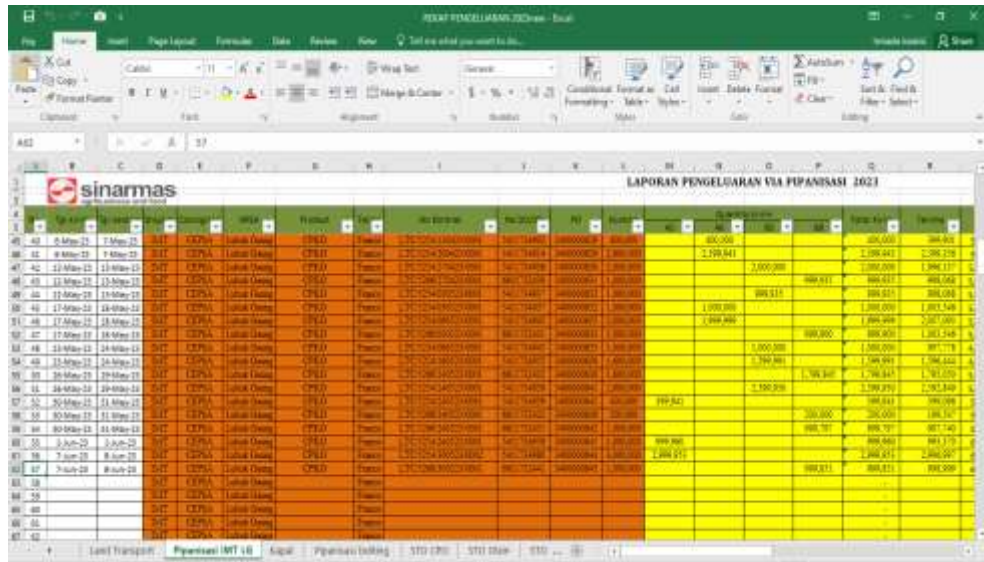
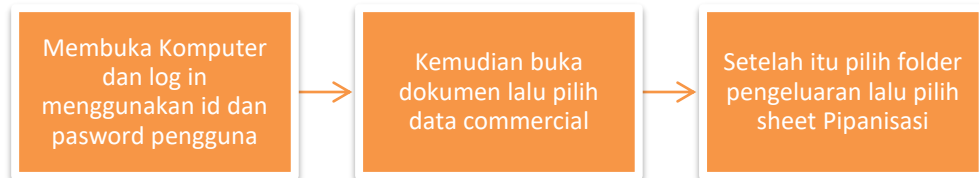


Figure 3.5 Piping Expenditure
Source: Processed Data 2023

The procedure for opening the piping release file is as follows.



Flowchart 3.12 Open Piping Production Folder
Source: Processed Data 2023

In conducting the recap, some data is needed, namely the sounding minutes, which are in the form of a reportoil production which is used to find out how much CPKO (Crude Palm Kernel Oil) is coming out. The sounding minutes data is sent directly via the outlook application with Mr. Hermanto and Mr. Ruris Ribalta as the Operations Admin.

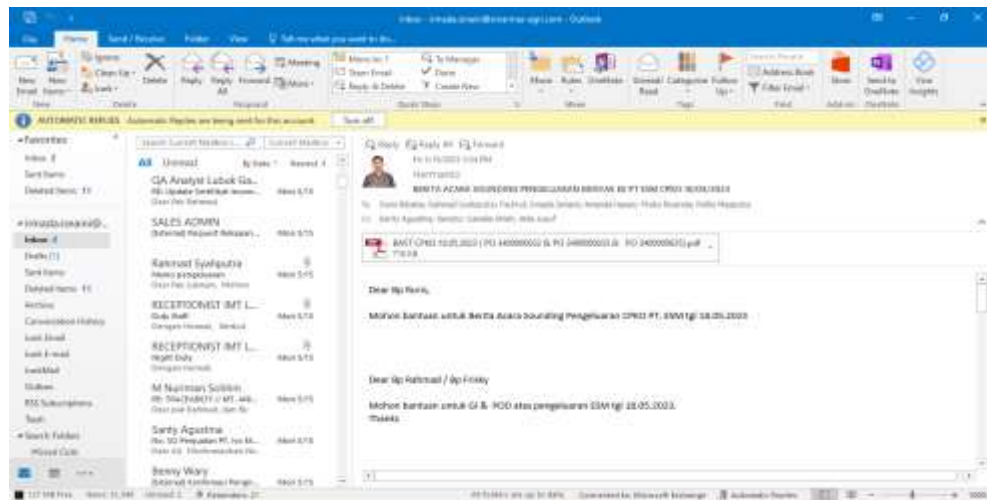


Figure 3.6 Minutes of Sounding from Mr. Hermanto
Source: Processed Data 2023

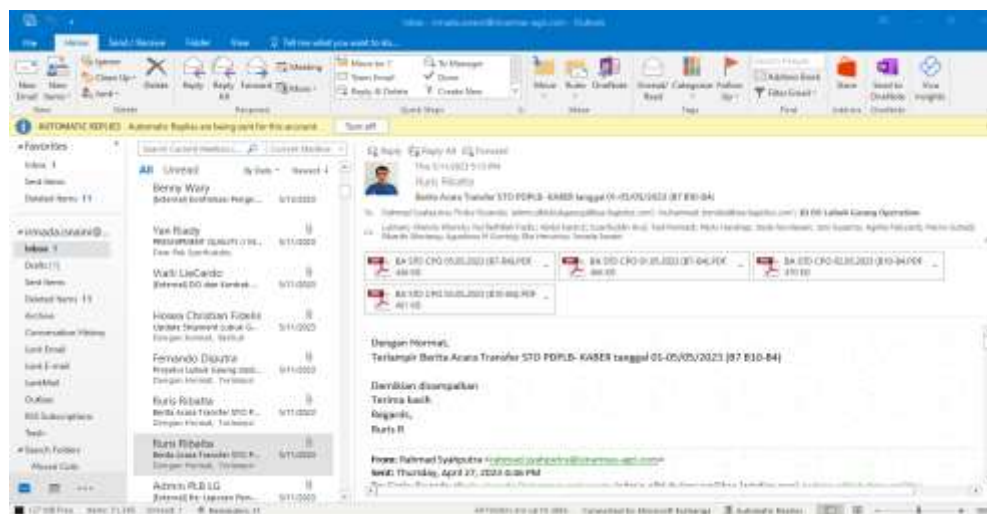


Figure 3.7 Minutes of Sounding from Mr. Ruris
Source: Processed Data 2023

c. Issuance of STO (Stock Transfer Order)

Issuance of Stock Transfer Order is oil disbursement in accordance with the contract. In this case, there are several types of STO, namely, CPO STO, CPKO STO, and RBDPO STO. The document that must be prepared when recording STO expenditures is an Event Minutes which is a report of STO expenditures sent directly by Mr. Ruris Ribalta as the Operations Admin.

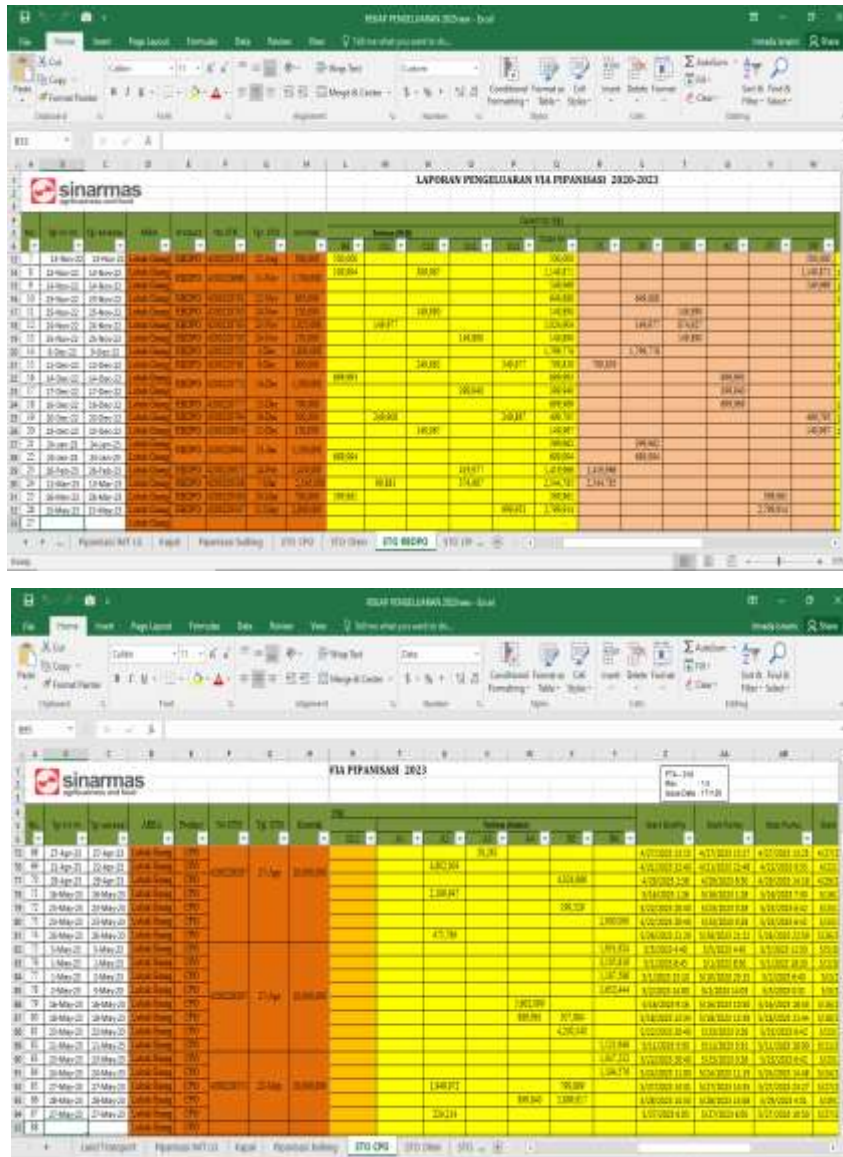
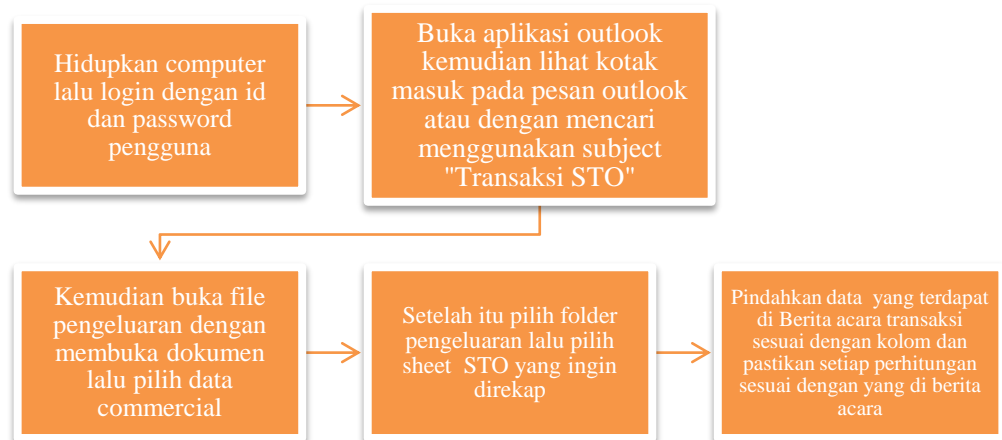


Figure 3.8 Stock Transfer Order (STO) Recap
Source: Processed Data 2023

The procedure for recording the issuance of a Stock Transfer Order is as follows.

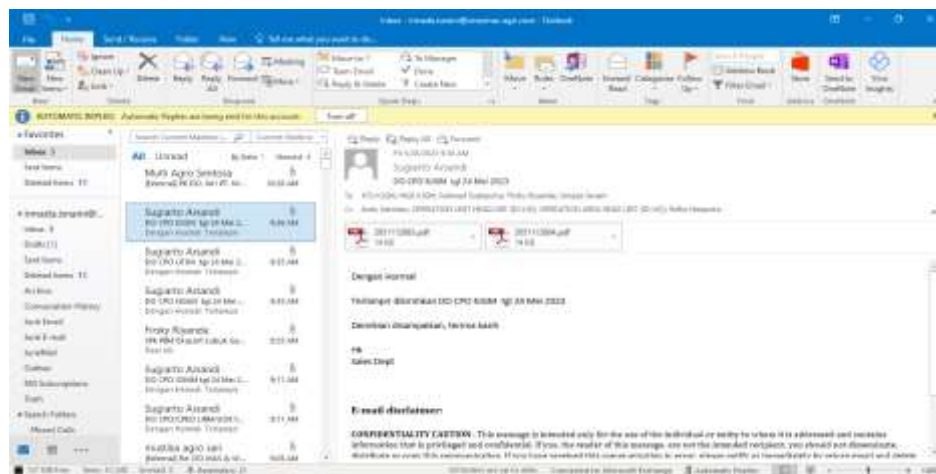


Flowchart 3.13 Record Stock Transfer Order Issuance

Source: Processed Data 2023

4. Filing Delivery Order (DO).

In this activity the author gets the task of filing a Delivery Order (DO), where DO is a delivery order from the recipient of the goods. For filing delivery orders, the author receives an outlook message to vendors who wish to order materials from PT. Ivo Mas Tunggal, then moved DO to a folder.



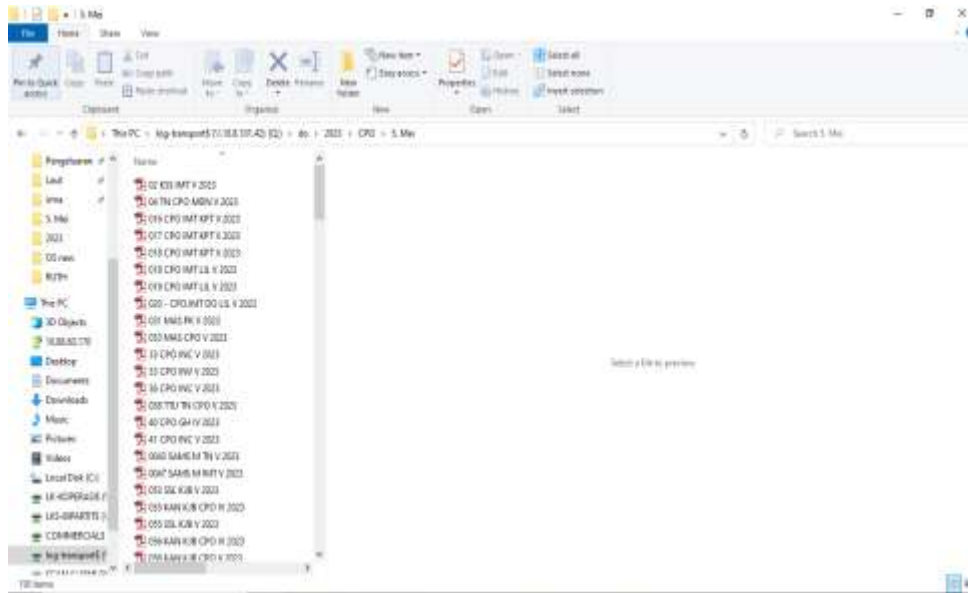


Figure 3.9 Filing Delivery Orders
 Source: Processed Data 2023

The procedure for filing a delivery order (DO) is as follows.



Flowchart 3.14 Filing Delivery Order Process
 Source: Processed Data 2023

5. Recap Outstanding STO.

In this activity the author gets the task of recapping the Outstanding STO. Which outstanding is a report on the remaining stock orders listed in the contract.



Figure 3.10 Recapping Outstanding STOs
Source: Processed Data 2023

In the outstanding recapitalization, the required data can be seen from STO expenditures and adjusted to the existing calculations in land transport expenditures or CPO expenditures.

The procedures for recording Outstanding Stock Transfer Orders are as follows.



Flowchart 3.15 Procedure for Recapping Outstanding STO
Source: Processed Data 2023

6. Filing B/L

In this activity the author gets the task of filing the Bill of Lading (B/L), in which the B/L is a letter containing a date in which the carrier explains that he has received goods or materials. To fill delivery orders, the author received an outlook message from Mrs. Putri a Fauziah as an employee of Pt. Ivo Mas Tunggal part of Belawan, then moved the B/L to a folder.

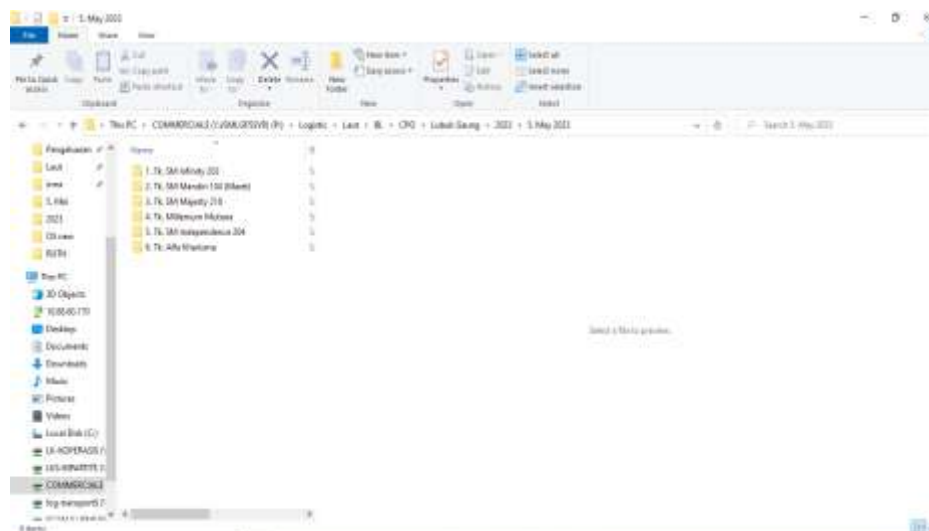
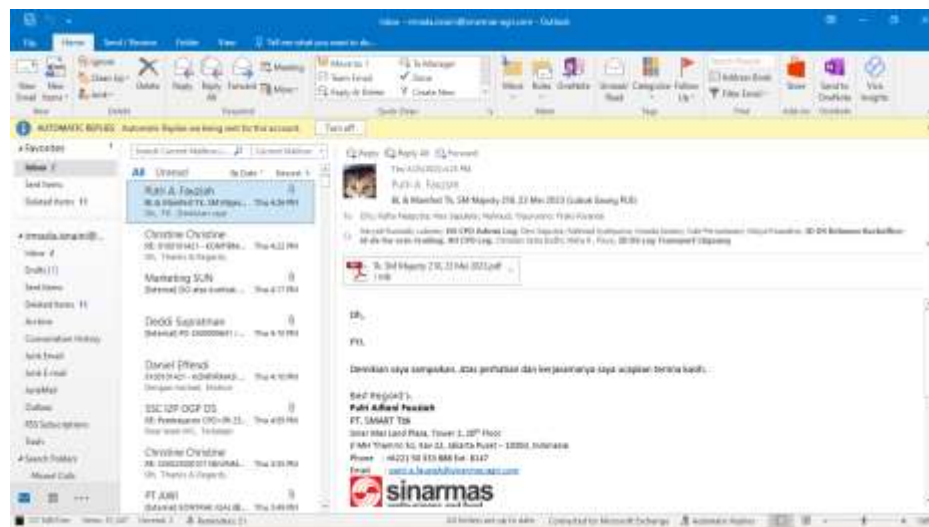
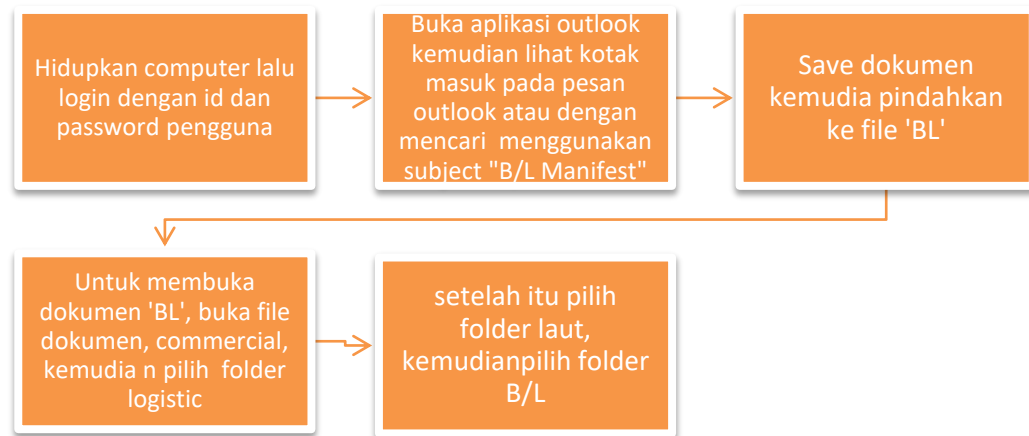


Figure 3.11 Filing Bill of Lading
Source: Processed Data 2023

The procedure for filing the Bill of Lading (B/L) is as follows.



Flowchart 3.16 Bill of Lading Filing Process

Source: Processed Data 2023

7. Document Archives

In this activity the author was tasked with archiving several documents, such as SPK PBM (Work Order for Loading and Unloading Process), LPPK (Palm Kernel Receipt Report), LPM (Oil Receipt Report), IP (Shipping Instructions).



Figure 3.12 Document Archives

Source: Processed Data 2023

The procedure for archiving documents is as follows.



Flowchart 3.17 Document Archiving Process

Source: Processed Data 2023

3.4 Types and Activities of Internships

Activities that have been carried out during the internship at PT. Ivo Mas Tunggal Dumai especially in the Transport Division, can be seen as follows:

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

No.	date and time	Activity Description	Assignor
1	Monday, February 13, 2023	a. Introduction Company. b. Explanation regarding Safety Equipment directed directly from the EHFS (Environment Health Fire Safety) Department. c. Explanation regarding the Code of Ethics from the Company. d. The division of each section/division is in accordance with the results of the interviews that have been conducted. e. Separating Sales Contract (SC) in SAP (System Application and Processing)	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, February 14, 2023	a. Archiving Work Orders for Loading and Unloading Process (SPK PBM) b. Recap CPO Barges. c. Recap Sales Contract Documents (SC).	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, February 15, 2023	d. Grouping and archiving CPO documents e. Rename Sales Contract (SC)	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday, February 16, 2023	a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 15 February 2023. b. Recap CPKO expenses to PT. Mas Prosperous Energy (ESM).	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

5	Friday, February 17, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 16 February 2023. b. Rebuilding CPO Barges (BG. Alfa Sarana). c. Reconstruct PK Ship (KM. Transindo 9). d. Recap the Outstanding local updates and STO Updates. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
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Source: Processed Data 2023

Table 3.1 is the first week the author carries out activities at PT. Ivo Mas Tunggal Dumai, the writer was given a mandate in the Logistics Operations Department, to be precise in the Transport section. This week the author is given an explanation regarding Safety Induction in the Company, learns about the company's code of ethics, division of divisions, and understands the tasks that will be carried out during the internship at PT. Ivo Mas Tunggal, then separated the Sales Contract (SC) in SAP (System Application and Processing).

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

No.	date and time	Activity Description	Assignor
1	Monday, February 20, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 17-19 February 2023. b. Recapitulation of STO CPKO expenses. c. Scan of Work Order for Loading and Unloading Process (SPK PBM). d. Grouping and Archiving SPK PBM. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, February 21, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 20 February 2023. b. Recap Outstanding Local Updates and STO Updates. c. Sending results of OS Local Update and STO Update recap via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, February 22, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 21 February 2023. b. Recap Outstanding Local Updates and STO Updates. c. Sending results of OS Local Update and STO Update recap via e-mail. d. Rename Sales Contract (SC) (SC). 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday, February 23,	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, February 22, 	LOGISTICS OPERATIONS

	2023	2023. Recap CPKO STO in the Expenditure file. b. Recap outstanding PFAD in Expenses file. c. VMC Absent Scan and PBM SPK.	PT. IVO MAS TUNGGAL DUMAI
5	Friday, February 24, 2023	a. Recap of the Weighbridge (WB) Receipt and Expenditure Report, 23 rd February 2023. b. Recap CPO Barges (BG. SM Independence 204). c. Rekap of PK Ship (KM. DAIEI). d. Recap Outstanding Local Updates and STO Update e. Send results of OS Local Updates and STO Update recap via e-mail.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.2 is the second week of the author's internship at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

Table 3.3 Daily Activities, 27 February 2023 to 03 March 2023.

No.	date and time	Activity Description	Assignor
1	Monday, February 27, 2023	a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 24-26 February 2023. b. Recap Outstanding Local Updates and STO Updates. c. Recap and Re-check Sales Contract (SC).	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, February 28, 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, dated 27 February 2023. b. Recap and rename Sales Contract (SC). c. Recap and group ship realization.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, March 01, 2023	a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 28 February 2023. b. CPO Barge Recap (BG. SM Infinity 202). c. Rename Sales Contract d. Record CPO STO in Expenditure files. d. Recap Outstanding Local Updates and STO Updates.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday, March 02, 2023	a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 1, 2023. b. Rename the Delivery Order (DO) document. c. Recap the incoming ship's monthly timesheet. d. Make a list of ATK required in the Logistics Office. e. Taking ATK for supplies at HR-GA Office.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

5	Friday, March 03, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 2, 2023. b. <i>Filing</i>Delivery Order (DO) July 2022. c. <i>Filing</i>BL (Bill of Lading) Tk. Millennium Star. d. Recap Outstanding Local Updates and STO Updates. e. Make a VMC ILM absence report, 13 Feb, 20 Feb, and 27 Feb 2023. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
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Source: Processed Data 2023

From Table 3.3 is the third week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department to be precise in the Transport section and is given several different assignments.

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

No.	date and time	Activity Description	Assignor
1	Monday, March 06, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 3-5 March 2023. b. Recap land transport expenses on PFAD. c. Recap Outstanding Local Update (PFAD). d. Recapitulation of Filing Delivery Order (DO) for June 2022. e. Send Outstanding Local recap results via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, March 07, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 6, 2023. b. Recap land transport expenditure on PKE. c. Recap CPO barges. d. Recap RBDPO STO. e. Recap STO CPKO. f. <i>Filing</i>Delivery Order (DO) May 2022. g. Recap Outstanding Local Update (CPKO). h. Send Outstanding Local and STO Update results via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, March 08, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 7, 2023. b. Recap land transport expenditure on PKE c. <i>Filing</i>Delivery Order (DO), February-April 2022 d. Reconstruct PK Ship (KM. SHINRIKI) e. Update STO RBDPO in expenditure file. f. Recap Outstanding Local Updates and STO Updates g. Sending results of OS Local Update and STO Update recap via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday,	a. Recapitulation of the Weighbridge (WB)	LOGISTICS

	March 10, 2023	<ul style="list-style-type: none"> Receipt and Expenditure Report, March 8, 2023. b. Recap land transport expenditure on PKE. c. <i>Filing Delivery Order (DO)</i>, February – March 2023. d. Recap and Checklist Ok on Sales Contract (SC). e. Recap Outstanding Local Updates and STO Updates. f. Sending results of OS Local Update and STO Update recap via e-mail. 	OPERATIONS PT. IVO MAS TUNGGAL DUMAI
5	Friday, March 10, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 9, 2023. b. Recap land transport expenditure on PKE. c. Recapping the final SSR on CPO barges (BG. SM Mandiri 104 and BG. SM Independence 204). d. Revised Weighbridge (WB) Revenue and Expenditure Report, 17 February 2023. e. <i>Filing Delivery Orders(DO)</i> daily. f. Recap Outstanding Local Updates and STO Updates. g. Sending results of OS Local Update and STO Update recap via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

In Table 3.4 is the author's fourth week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section. writer

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

No.	date and time	Activity Description	Assignor
1	Monday, March 13, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 10-12 March 2023. b. <i>Filing Delivery Orders(DO)</i> daily. c. Recap land transport expenditure on PKE. d. Recap NCCR (Non Conformity Control Report) e. Re-check as well as recap the Quantity and Invoice Weighbridge (WB). f. Recap RBDPO Outstanding Local Updates. g. Send Outstanding local update recap results via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, March 14, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 13, 2023. b. <i>Filing Delivery Orders(DO)</i> incoming daily. c. Classify and archive Work Orders for Loading and Unloading Processes (SPK PBM), Palm Kernel Acceptance Reports (LPPK), and 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

		<p>Shipping Instructions (IP).</p> <p>d. Recapitulation of Minutes of PT. ESM CPKO.</p> <p>e. Recap the expenditure of STO CPO and RBDPO.</p> <p>f. Grouping and filing oil quality approval documents to vendors.</p> <p>g. Recap of CPKO Outstanding Local Updates.</p> <p>h. Recap RBDPO and CPO STO Updates.</p> <p>i. Send results of recaps and updates, Outstanding Local and STO via e-mail.</p> <p>j. Sending results of expenditure recap via email.</p>	
3	Wednesday, March 15, 2023	<p>a. Recap daily Filing Delivery Order (DO) documents.</p> <p>b. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 14, 2023.</p> <p>c. Recap land transport expenses on PFAD.</p> <p>d. Updating the SAP number from FI Billing.</p> <p>e. Update NCCR payment date from SAP.</p> <p>f. <i>Filing</i>BL (Bill of Lading) Tk. SM Mandiri 104</p> <p>g. Classify and archive SPK PBM (Trans-Export, Trans CPO and Trans PK).</p> <p>h. Recap Outstanding Local Updates (CPKO and PFAD).</p> <p>i. Record STO updates.</p> <p>j. Sending results of OS Local Update and STO Update recap via e-mail.</p> <p>k. Updating incoming oil Purchase Order (PO) bill payments.</p>	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday, March 16, 2023	-SICK-	-
5	Friday, March 17, 2023	<p>a. <i>Filing Delivery Orders</i>(DO) incoming daily.</p> <p>b. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 15-16 March 2023.</p> <p>c. Recap land transport expenses on PFAD.</p> <p>d. Revised the Weighbridge (WB) Receipt and Expenditure Report, March 10 and 13, 2023.</p> <p>e. Archiving Documents of Shipment Instructions (IP).</p> <p>f. Recap NCCR (Non Conformity Control Report).</p> <p>g. Update Outstanding Local (PFAD).</p> <p>h. Send STO Spending results and Outstanding Local updates.</p>	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.5 is the writer's fifth week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section. Where the author is given additional work from the previous one.

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

No.	date and time	Activity Description	Assignor
1	Monday, March 20, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports for 17-19 March 2023. b. <i>Filing Delivery Orders</i>(DO) daily. c. Recap NCCR (Non Conformity Control Report). d. Update and recap Outstanding Local (CPKO). e. Updating incoming oil Purchase Order (PO) bill payments. f. Sending Outstanding Local updates and STO Update results g. Updating incoming oil Purchase Order (PO) bill payments. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, March 21, 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) receipt and disbursement Report, March 20, 2023 b. Recap land transport expenses on PFAD. c. <i>Filing Delivery Orders</i>(DO) daily. d. Updating incoming oil Purchase Order (PO) bill payments. e. Updating Outstanding Local and STO. f. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, March 22, 2023	-NATIONAL HOLIDAY-	-
4	Thursday, March 23, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbrige (WB) receipts and expenditure reports, 21-22 March 2023. b. Recap land transport expenditure on PKE. c. <i>Filing</i>Daily Delivery Orders (DO). d. Recap Outstanding Local (PFAD). e. Updating STO (CPKO) f. Sending the results of STO Update and Outstanding local updates via e-mail 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
5	Friday, March 24, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbrige (WB) receipts and expenditure reports, March 23, 2023. b. Recap land transport expenditure on PKE and PFAD. c. <i>Filing</i>Daily Delivery Orders (DO). d. <i>Filing</i>BL (Bill of Lading) Tk. Millennium Star. e. Updating Purchase Order (PO) Bills. f. Recap PT bills. BLI. g. Recap Outstanding Local (PFAD). h. Updating STO (CPO). i. Sending the results of STO Update and Outstanding local updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.6 is the author's sixth week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

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

No.	date and time	Activity Description	Assignor
1	Monday, March 27, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 24-26 March 2023. b. PK ship recap (KM. DAIEI). c. <i>Filing</i>Daily Delivery Orders (DO). d. Recapitulation of MT LG CPKO Piping expenses. e. Recap of Outstanding local (CPKO and PFAD). f. Updating RBDPO STO. g. Send results of updates and recaps of Local Outstanding and STO Update via e-mail. h. Send expense reports via email. i. Archiving LPPK (Palm Kernel Receipt Report) KM. DAIEI . j. Archiving Minutes (BA) of PT. ESM and STO Minutes. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, March 28, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, dated 27 March 2023. b. Recapitulating the CPO barge (BG. SM Universe 108). c. Revised the recap of the Weighbridge (WB) revenue and expense report on CPO, March 21, 2023. d. <i>Filing</i>Daily Delivery Orders (DO). e. Grouping as well as checking penalty bills on quality. f. Recap CPKO expenses g. Recap Outstanding Local (CPKO). h. Updating STO CPKO. i. Send Outstanding recap results and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, March 29, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, March 28, 2023. b. <i>Filing</i>Daily Delivery Orders (DO). c. Grouping as well as checking penalty bills on quality. d. Updating the quality verification of scales at PO Closed. e. Recapital CPO barges (BG. Alfa Sarana and BG. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

		<p>SM Universe 118).</p> <p>f. Recapping the CPKO barge (BG. Alfa Sarana).</p> <p>g. Recap Local Outstandings.</p> <p>h. Recap expenses as well as updating CPO STO.</p> <p>i. Send Outstanding recap results and STO updates via e-mail.</p>	
4	Thursday, March 30, 2023	<p>a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, dated 29 March 2023.</p> <p>b. <i>Filing</i>Daily Delivery Orders (DO).</p> <p>c. Grouping and filing LPPK, LPM, and Shipping Instructions (IP).</p> <p>d. <i>Filing</i>BL (Bill of Lading) Ship Tk. SM Independence 204 & Tk. Millennium Star.</p> <p>e. Updating Outstanding Local and STO.</p> <p>f. Sending results of Local Outstanding and STO updates via e-mail.</p>	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
5	Friday, March 31, 2023	<p>a. Recapitulate Weighbridge (WB) receipts and expenditure reports, dated March 30, 2023.</p> <p>b. <i>Filing</i>Daily Delivery Orders (DO).</p> <p>c. <i>Filling</i>BL (Bill Of Lading) Tk. BC Independence 204.</p> <p>d. Grouping and archiving SPK PBM (Work Order for Loading and Unloading Process).</p> <p>e. Updating NCCR (Non Conformity Control Report)</p> <p>f. Updating the quality verification of scales at PO Closed.</p> <p>g. Recap the incoming ship's monthly timesheet.</p> <p>h. Revised Weighbridge (WB) revenue and expense reports, dated 29 March 2023.</p> <p>i. Updating Outstanding Local and STO.</p> <p>j. Sending results of Local Outstanding and STO updates via e-mail.</p>	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.7 is the author's seventh week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

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

No.	date and time	Activity Description	Assignor
1	Monday, April 03, 2023	<p>a. Recapitulate Weighbridge (WB) receipts and expenditure reports, dated March 31, 2023.</p> <p>b. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 1-2 April 2023.</p>	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

		<ul style="list-style-type: none"> c. <i>Filing</i>Daily Delivery Orders (DO). d. Updating NCCR (Non Conformity Control Report) e. Recap the incoming ship's monthly timesheet. f. Recap CPKO expenses g. Recap Outstanding Local (CPKO). h. Recap and update STO CPO expenditure. i. Sending results of Local Outstanding and STO updates via e-mail. 	
2	Tuesday, April 04, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 3, 2023. b. <i>Filing</i>Daily Delivery Orders (DO). c. Recap CPKO expenses d. Recap Outstanding Local (CPKO). e. Recap and update STO CPO expenditure. f. Sending results of Local Outstanding and STO updates via e-mail. g. Update the status of Outstanding CPO PLB, Outstanding CPKO PLB, Outstanding CPO, and Outstanding PK in the Weighbridge weighing application for January - March 2023. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, April 05, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 4, 2023. b. <i>Filing</i>Daily Delivery Orders (DO). c. <i>Filing Bill Of Lading</i>(BL) Tk. Alpha Charisma. d. See the WB weighing process that goes to PT. IVO MAS TUNGGAL DUMAI. e. Recap CPKO expenses f. Recap Outstanding Local (CPKO). g. Updating STO update issuance. h. Sending results of Local Outstanding and STO updates via e-mail. i. Updating NCCR (Non Conformity Control Report). j. Revised Weighbridge (WB) receipts and expenditure reports April 3 – 4 2023. k. Updating Heating on CPO barge recap (BG. SM Mandiri 104 and BG. SM Independence 204) 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday, April 06, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 5, 2023. b. <i>Filing</i> Delivery Order (DO) daily. c. Recap CPKO expenses d. Recap Outstanding Local (CPKO). e. Updating STO update issuance. f. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

		g. Recapital CPO barges (BG. Millennium Star). h. Grouping and archiving SPK PBM (Work Order for Loading and Unloading Process).	
5	Friday, April 7, 2023	-NATIONAL HOLIDAY-	-

Source: Processed Data 2023

Table 3.8 is the author's eighth week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

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

No.	date and time	Activity Description	Assignor
1	Monday, April 10, 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 6-9 April 2023. b. <i>Filing</i> Daily Delivery Orders (DO). c. Recap CPKO expenses d. Recap Outstanding Local (CPKO). e. Recap and update STO CPO expenditure. f. Sending results of Local Outstanding and STO updates via e-mail.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, April 11, 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 10, 2023. b. Revised Weighbridge (WB) receipts and disbursements reports, dated 07 April 2023. c. <i>Filing</i> Delivery Orders (DO). d. Recapitulate CPKO and PKE land transport expenditures. e. Recap Outstanding Local (CPKO). f. Updating Outstanding local (CPKO). g. Recap and update STO CPO expenditure. h. Sending results of Local Outstanding and STO updates via e-mail. i. Participated in the joint iftar event held by LKS Bipartite (Internal Organization) PT. Ivo Mas Tunggal	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, April 12, 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 11, 2023. b. <i>Filing</i> Delivery Orders (DO). c. <i>Filing Bill of Lading</i> (BL) Tk. SM Infinity 202. d. Revised Weighbridge (WB) revenue and expense reports, April 10, 2023. e. Recapitulate CPKO, PFAD and PKE land transport expenditures. f. Recap Outstanding Local (CPKO & PFAD). g. Recap and update STO CPO expenditure.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

		h. Sending results of Local Outstanding and STO updates via e-mail.	
4	Thursday, April 13, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 12, 2023. b. <i>Filing</i> Delivery Orders (DO). c. Recapital CPO barges (BG. Alfa Kharisma and BG. SM Mandiri 104). d. Recapping the CPKO ship (BG. Alfa Kharisma). e. Recapitulate CPKO, PFAD and PKE land transport expenditures. f. Recap Outstanding Local (CPKO & PFAD). g. Recap and update STO CPO expenditure. h. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
5	Friday, April 14, 2023	a. Participating in the cooking oil bazaar and MSME products in collaboration with the Sinar Mas Dumai association and the Dumai City PKK Mobilization Team	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.9 is the writer's ninth week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

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

No.	date and time	Activity Description	Assignor
1	Monday, March 17, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 13 – 16 April 2023. b. <i>Filing</i> Delivery Orders (DO). c. Recapitulate CPKO, PFAD and PKE land transport expenditures. d. Recap Outstanding Local (CPKO & PFAD). e. Recap and update STO CPO expenditure. f. Sending results of Local Outstanding and STO updates via e-mail. g. Continuing cooking oil bazaar activities for employees within PT. Ivo Mas Tunggal. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, April 18, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 17, 2023. b. Check the condition of the FAM Tank (Field) c. Archive LPPK d. <i>Filing</i> Delivery Orders (DO). e. Recap Outstanding Local (CPKO). f. Sending results of Local Outstanding and STO updates via e-mail 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

3	Wednesday, April 19, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 18, 2023. b. <i>Filing</i> Delivery Orders (DO). c. <i>Filing Bill of Lading</i>(BL) SPOB Anugrah 5 and Tk. Pearl Millennium. d. Send expense reports via e-mail. e. Cleaning the CPO & CPKO Unloading area f. Updating Outstanding Locales. g. Recap and update STO CPO expenditure. h. Sending results of Local Outstanding and STO updates via e-mail 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday, April 20, 2023	<ul style="list-style-type: none"> a. <i>Filing</i> Delivery Order (DO) b. <i>Filing Bill of Lading</i>(BL) Tk. SM Masterpieces 318. c. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 19, 2023. d. Updating Outstanding Locales. e. Recap and update STO CPO expenditure. f. Sending results of Local Outstanding and STO updates via e-mail 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
5	Friday, April 21, 2023	<ul style="list-style-type: none"> a. <i>Filing</i> Delivery Order (DO) b. Scan the Quality and Loss Penalty document. c. Updating Outstanding Locales. d. Recap and update STO expenses. e. Sending results of Local Outstanding and STO updates via e-mail 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.10 is the author's tenth week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

Table 3.11 Daily Activities 24th April 2023 to 28th April 2023.

No.	date and time	Activity Description	Assignor
1	Monday, April 24, 2023	-NATIONAL HOLIDAY-	
2	Tuesday, April 25, 2023	<ul style="list-style-type: none"> a. <i>Filing</i> Delivery Orders (DO). b. Check and Update APAR (Light Fire Extinguisher). c. <i>Filing Bill of Lading</i>(BL) Tk. SM Masterpieces 318. d. Grouping and sorting the Quality Penalties and Losses documents. e. Updating Outstanding Locales. f. Updating STO expenses. g. Sending results of Local Outstanding and STO updates via e-mail 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

3	Wednesday, April 26, 2023	a. <i>Filing</i> Delivery Orders (DO). b. and STO via e-mail Updating Outstanding Local. c. Updating STO expenses. d. Sending results of Local Outstanding and STO updates via e-mail.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday, April 27, 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 26, 2023. b. Revised Weighbridge (WB) revenue and expense reports, dated 27 March 2023. c. <i>Filing</i> Delivery Orders (DO). d. Check and Update APAR (Light Fire Extinguisher). e. Updating Outstanding Locales. f. Updating STO expenses. g. Sending results of Local Outstanding and STO updates via e-mail.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
5	Friday, April 28, 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 27, 2023. b. Recap land transport expenditure on PFAD and PKE. c. <i>Filing</i> Delivery Orders (DO). d. Send expense reports via e-mail. e. Recap Outstanding Local (PFAD & CPKO). f. Sending results of Local Outstanding and STO updates via e-mail.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.11 is the author's eleventh week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

Table 3.12 Daily Activities, 01 May 2023 to 5 May 2023.

No.	date and time	Activity Description	Assignor
1	Monday, May 01, 2023	-NATIONAL HOLIDAY-	-
1	Tuesday, May 02, 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 29-30 April 2023. b. Recap land transport expenditure on PKE and PFAD. c. Recapitulation of Weighbridge (WB) receipts and expenditure reports, dated May 1, 2023. d. <i>Filing</i> Delivery Orders (DO). e. Updating PAM Bills. f. Updating PO Bills. g. Recapitulate PFAD and PKE expenditures. h. Local Outstanding Recap (PFAD) i. Revise PK ship recap (KM. Transindo 9)	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

		<ul style="list-style-type: none"> j. Updating Outstanding local (CPKO) k. Updating STO. l. Sending results of Local Outstanding and STO updates via e-mail. 	
2	Wednesday, May 03, 2023	<ul style="list-style-type: none"> a. Recapitulate Weighbridge (WB) receipts and expenditure reports, May 2, 2023. b. <i>Filing</i> Delivery Orders (DO). c. Revised Weighbridge (WB) revenue and expense reports, April 30, 2023. d. Recap land transport expenditure on PKE and CPKO. e. Recap the monthly timesheet of incoming barges. f. Recapitulating CPO barges (BG. SM infinity 202, BG. Millennium Star, BG. SM Millennium Mutiara, BG. SM Masterpiece 318). g. Updating heating on CPO barges (BG. SM Independence 204 and BG. SM Millennium Star). h. Recap Outstanding local (CPKO). i. Updating Outstanding Local (PFAD). j. Updating STO. k. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Thursday, May 04, 2023	<ul style="list-style-type: none"> a. Recapitulate Weighbridge (WB) receipts and expenditure reports, May 3, 2023. b. <i>Filing</i> Delivery Orders (DO). c. <i>Filing Bill of Lading</i> (BL) Tk. SM Infinity 202. d. Recap land transport expenditure on PKE and CPKO. e. Recap the timesheet on the Incentive Document (BG. SM infinity 202, BG. Millennium Star, BG. SM Millennium Pearl, BG. SM Masterpiece 318). f. Recapping CPO barges (SPOB ANUGRAH 5) g. Recap Outstanding local (CPKO). h. Updating STO. i. Updating Outstanding Local (PFAD). j. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Friday, May 05, 2023	<ul style="list-style-type: none"> a. Follow fun gymnastics b. Participating in 551 activities or Gotong royong in area 08 (GA). c. Recapitulate Weighbridge (WB) receipts and expenditure reports, May 4, 2023. d. <i>Filing</i> Delivery Orders (DO). e. <i>Filing Bill of Lading</i> (BL) Tk. SM Mandiri 104. f. Recap land transport expenditure on PKE. g. Updating Outstanding local and STO Update. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

		h. Sending results of Local Outstanding and STO updates via e-mail.	
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Source: Processed Data 2023

Table 3.12 is the writer's twelfth week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

Table 3.13 Daily Activities, 08 May 2023 to 12 May 2023.

No.	date and time	Activity Description	Assignor
1	Monday, May 08, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 05 – 07 May 2023. b. <i>Filing</i>Delivery Orders (DO). c. Recap land transport expenditure on PKE, PFAD, and CPKO. d. Recap of Outstanding local (CPKO and PFAD). e. Revise the contract number on the Minutes of Transfer of STO (CPO) f. Recap CPO STO expenditure g. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
1	Tuesday, May 09, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, dated 08 May 2023. b. <i>Filing</i>Delivery Orders (DO). c. Revised Weighbridge (WB) receipts and expenditure reports, dated 06 March 2023. d. Recap land transport expenditure on PKE, PFAD, and CPKO. e. Recap of Outstanding local (CPKO and PFAD). f. Recap CPO STO expenditure. g. Sending results of Local Outstanding and STO updates via e-mail. h. Update the status of Outstanding CPO PLB, Outstanding CPKO PLB, Outstanding CPO, and Outstanding PK in the Weighbridge weighing application in April 2023. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Wednesday, May 10, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 9, 2023. b. <i>Filing</i>Delivery Orders (DO). c. Revised Weighbridge (WB) receipts and expenditure reports, dated 09 March 2023. d. Recap land transport expenditure on PKE, PFAD, and CPKO. e. Recap the expenses of the TK ship. Earth Elais One. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

		<ul style="list-style-type: none"> f. Updating PAM Bills. g. Updating local Outstanding (CPKO & PFAD) h. Updating complete status on Closed PO scales. i. Recap of Outstanding local (CPKO and PFAD). j. Updating STO k. Sending results of Local Outstanding and STO updates via e-mail. 	
3	Thursday, May 11, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 10, 2023. b. Recap land transport expenditure on PKE, PFAD, and CPKO. c. <i>Filing</i>Delivery Orders (DO). d. Recap of Outstanding local (CPKO and PFAD). e. <i>Filing Bill of Lading</i>(BL) Tk. SM Majesty 218 f. Updating STO g. Sending results of Local Outstanding and STO updates via e-mail. h. Updating PO bills i. Recap CPO barge (BG. SM Infinity 202). j. Grouping as well as filing SPKBM (Letter of Unloading Work Orders). 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Friday, May 12, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 11, 2023. b. Recap land transport expenditure on PKE, PFAD, and CPKO. c. <i>Filing</i>Delivery Orders (DO). d. Revised the Quantity BL on CPO barges (BG. SM Mandiri 104). e. Recap of Outstanding local (CPKO and PFAD). f. Recap CPO STO. g. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.13 is the thirteenth week of the writer at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

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

No.	date and time	Activity Description	Assignor
1	Monday, May 15, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 12 - 14 May 2023. b. Recap land transport expenditure on PKE, PFAD, and CPKO. c. <i>Filing</i>Delivery Orders (DO). d. Make a VMC ILM absence report, May 15, 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

		<p>2023.</p> <p>e. Recap of Outstanding local (CPKO and PFAD).</p> <p>f. Updating CPO STO.</p> <p>g. Sending results of Local Outstanding and STO updates via e-mail.</p>	
2	Tuesday, May 16, 2023	<p>a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 15, 2023.</p> <p>b. Recap land transport expenditure on PKE and CPKO.</p> <p>c. <i>Filing</i> Delivery Orders (DO).</p> <p>d. Revised Weighbridge (WB) receipts and expenditure reports, 09 – 11 May 2023.</p> <p>e. Updating PO Bills.</p> <p>f. Recapitulation of piping expenses at CPKO.</p> <p>g. Recap and update local Outstanding (CPKO).</p> <p>h. Updating STO.</p> <p>i. Sending results of Local Outstanding and STO updates via e-mail.</p>	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, May 17, 2023	<p>a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 16, 2023.</p> <p>b. Recap land transport expenditure on PKE, PFAD, and CPKO.</p> <p>c. Scanned the Penalties for Quality document.</p> <p>d. Updating PO bills.</p> <p>e. Recap and update local outstanding (CPKO and PFAD).</p> <p>f. <i>Filing</i> Delivery Orders (DO).</p> <p>g. <i>Filing Bill of Lading</i>(BL) CPO from Tk. SM Independence 204, Tk. Alfa Kharisma, and Tk. Pearl Millennium.</p> <p>h. <i>Filing Bill of Lading</i>(BL) PK from KM. Source of Fortune 88.</p> <p>i. Updating STO.</p> <p>j. Sending results of Local Outstanding and STO updates via e-mail.</p>	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday, May 18, 2023	-NATIONAL HOLIDAY-	-
5	Friday, May 19, 2023	-SICK-	-

Source: Processed Data 2023

Table 3.14 is the author's fourteenth week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

Table 3.15 Daily Activities 22 May 2023 to 26 May 2023.

No.	date and time	Activity Description	Assignor
1	Monday, May 22, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 17 – 21 May 2023. b. Recap land transport expenditure on PKE, PFAD, and CPKO. c. <i>Filing</i> Delivery Orders (DO). d. <i>Filing Bill of Lading</i>(BL) PK from KM. Source of Fortune 88. e. Updated Heating on CPO barge recap (BG. SM Infinity 202). f. Recap and update local outstanding (CPKO and PFAD). g. Revised Weighbridge (WB) receipts and expenditure reports, 11 – 12 May 2023. h. Revised the Weighbridge (WB) revenue and expense report, 15 - 16 May 2023 i. Recap CPKO expenses to PT. Prosperous Energy Mas. j. Updating STO. k. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, May 23, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 22, 2023. b. Recap land transport expenditure on PKE. c. <i>Filing</i> Delivery Orders (DO). d. Revised Weighbridge (WB) receipts and disbursements report, 09 May 2023. e. Archiving PBM SPK documents. f. <i>Filing Bill of Lading</i>(BL) Tk. SM Infinity 202. g. Updating local outstanding. h. Updating STO. i. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, May 24, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 23, 2023. b. Recap land transport expenditure on PKE, CPKO, and PFAD. c. Filing Delivery Order (DO). d. Updating local outstanding CPKO and PFAD. e. Updating STO. f. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday, May 25, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 24, 2023. b. Recap land transport expenditure on PKE, CPKO, and PFAD. c. Filing Delivery Order (DO). d. Filing BL CPO (Tk. SM Majesty 218 and Tk. SM Infinity 202) e. Updating local outstanding CPKO and PFAD. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

		<ul style="list-style-type: none"> f. Updating STO. g. Sending results of Local Outstanding and STO updates via e-mail. 	
5	Friday, May 26, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 25, 2023. b. Recap land transport expenditure on PKE, CPKO, and PFAD. c. Filing Delivery Order (DO). d. Filing BL CPO (Tk. Millennium Star). e. Recapitulation of Piping expenditures at CPKO. f. Recapping the CPO barge (BG. SM Independence 204). g. Updating local outstanding CPKO and PFAD. h. Updating STO. i. Sending results of Local Outstanding and STO updates via e-mail. 	

Source: Processed Data 2023

Table 3.15 is the author's fifteenth week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

Table 3.16 Daily Activities 29 May 2023 to 02 June 2023.

No.	date and time	Activity Description	Assignor
1	Monday, May 29, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 26 - 28 May 2023. b. Recap land transport expenditure on PKE, CPKO, and PFAD. c. Filing Delivery Order (DO). d. Generate incentive reports. e. Recap the incoming ship's monthly timesheet. f. Filing BL CPO (Tk. Millennium Star). g. Revised Weighbridge (WB) revenue and expense reports, April 29, 2023. h. Recapitulation of Piping expenditures at CPKO. i. Updating local Outstanding CPKO and PFAD. j. Recap RBDPO STO. k. Recap CPO STO. l. Recapitulation of Piping expenditures at CPKO. m. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, May 30, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 29, 2023. b. Recap land transport expenditure on PKE, CPKO, and PFAD. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL

		<ul style="list-style-type: none"> c. Filing Delivery Order (DO). d. Update incentive reports. e. Update the status of Outstanding CPO PLB, Outstanding CPKO PLB, Outstanding CPO, and Outstanding PK in the Weighbridge weighing application in April 2023. f. Updating local Outstanding CPKO and PFAD. g. Updating STO. h. Sending results of Local Outstanding and STO updates via e-mail. 	DUMAI
3	Wednesday, May 31, 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 30, 2023. b. Recap land transport expenditure on PKE and CPKO. c. Filing Delivery Order (DO). d. Update the status of Outstanding CPO PLB, Outstanding CPKO PLB, Outstanding CPO, and Outstanding PK in the Weighbridge weighing application in May 2023. e. Recap of CPO and CPKO barges (BG. Alfa Kharisma). f. Updating local CPKO Outstandings. g. Recap CPO STO. h. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday, June 01, 2023	-NATIONAL HOLIDAY-	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
5	Friday, June 02, 2023	<ul style="list-style-type: none"> a. Filing Delivery Order (DO). b. Recapitulate Weighbridge (WB) receipts and expenditure reports, 31 May – 01 June 2023. c. Recap land transport expenditure on PKE and CPKO. d. Recapitulation of Piping expenditures at CPKO. e. Filing Delivery Order (DO). f. Archiving LPPK (Palm Kernel Acceptance Report) and SPK PBM (Work Order for Loading and Unloading Process). g. Recap CPO barges (BG. SM Majesty, BG. Millennium Mutiara, BG. SM Infinity 202, dan Majesty 218). h. Reconstruct PK Ship (KM. Sumber Rejeki 88). i. Updating local CPKO Outstandings. j. Recap CPO STO. k. Sending results of Local Outstanding and STO updates via e-mail. 	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.16 is the writer's sixteenth week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transport section.

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

No.	Date and Time	Activity Description	Assignor
1	Monday, June 05, 2023	a. Filing Delivery Order (DO). b. Archive LPPK (Palm Kernel Receipt Report) and LPM (Oil Receipt Report). c. Prepare internship reports to be evaluated together.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, June 06, 2023	a. Participate in CSR activities, namely project assessment for the community in evaluating CSR work program (Community from RT. 15, RT. 16, RT. 17, RT. 18)	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
3	Wednesday, June 07, 2023	a. Filing Delivery Order (DO) b. Recap weighbridge (WB) receipts and expenditure reports, 06 June 2023. c. Make a list of ATK required in the logistics office. d. Taking ATK for supplies at HR-GA Office	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
4	Thursday, June 08, 2023	a. Filing Delivery Order (DO) b. Recap weighbridge (WB) receipts and expenditure reports, 07 June 2023. c. Recap land transport expenditure on PKE and CPKO. d. Updating local CPKO and PFAD Outstandings.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
5	Friday, June 09, 2023	a. Archieve LPM document b. Change the name of the vendor name for making insurance extentions. c. Seeing the shunting process for moving Kernels at the Jetty Section from the TK. Sumber Rejeki 88 to the truck to warehouse	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.17 is the author's seventeenth week at PT. Ivo Mas Tunggal Dumai. This week the author carries out activities in the Logistics Operations Department, precisely in the Transportation section. In addition, the authors follow the CSR program in collecting data on the surrounding community.

Table 3.18 Daily Activities 12 May 2023 to 13 June 2023.

No.	Date and Time	Activity Description	Assignor
1	Monday, June 12, 2023	a. Make a VMC ILM absence report, June 12, 2023 b. Deliver quality penalty documents to the logistics section c. Arcieve LPM (Oil Receipt Report) d. Evaluation Score during the internship at PT. Ivo Mas Tunggal, Logistics – Transport Section.	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI
2	Tuesday, June 13, 2023	a. Filing Delivery Order (DO) b. Recap weighbridge (WB) receipts and expenditure reports, 07 June 2023. c. Filing B/L CPO (Tk. SM Infinity 212) d. Farewell event for apprentice students of PT. Ivo Mas Tunggal	LOGISTICS OPERATIONS PT. IVO MAS TUNGGAL DUMAI

Source: Processed Data 2023

Table 3.18 is the author's eighteenth week at PT. Ivo Mas Tunggal Dumai. This week is the last week for the writer to carry out the internship, in which the writer continues to carry out the tasks and work given and on the last day says goodbye to the employees of PT. Ivo Mas Tunggal.

3.5 Obstacles and Solutions

3.5.1 Obstacles

Obstacles are something that hinders someone from what he should do. In each condition, obstacles often arise to teach a lesson. Likewise with the implementation of the internship that the author did. There are several obstacles that impede the author's performance while carrying out the assigned tasks. The following are the various obstacles the author faced when doing his internship at PT. Ivo Mas Tunggal

1. Rooms that don't have air conditioning make the writer feel uncomfortable and often the writer feels stuffy and hot when in the room.
2. The lack of facilities such as chairs, makes the writer have to find a chair and sit on an uncomfortable chair.

3.5.2 Solution

The 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 air conditioners such as air conditioners or fans so that workers can feel comfortable when in the room.
2. Facilities for facilities are given more attention, such as chairs and so on, therefore when guests or other visitors come there is no need to look for them and visitors can sit comfortably.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusion

Based on the description in the previous chapter, the writer can draw conclusions with the following tasks:

1. The author is an apprentice at one of the companies engaged in the oil industry in the City of Dumai, precisely at PT. Ivo Mas Tunggal. The Internship lasts for 4 (four) months from 13 February 2023 to 13 June 2023.
2. In carrying out the internship, the author is placed in the Logistics Operations Department, Section Transport, which generally functions as a logistics admin, where the author works on receipts and expenditures as well as updating the remaining stock in vendor contracts.
3. In carrying out the internship the author also understands how the system and procedure are in carrying out several tasks at Section Transport PT. Ivo Mas Tunggal.
4. As for the obstacles and solutions in the implementation of apprenticeships at PT. Ivo Mas Tunggal Lubuk Gaung - Dumai are:

- a. Obstacle

Rooms that don't have air conditioning make the writer feel uncomfortable and often the writer feels stuffy and hot when in the room and the lack of facilities such as chairs, makes the writer have to find a chair and sit on an uncomfortable chair.

- b. Solution

Provide air conditioners such as air conditioners or fans so that workers can feel comfortable when in the room and facilities for facilities are given more

attention, such as chairs and so on, therefore when guests or other visitors come there is no need to look for them and visitors can sit comfortably.

4.2 Suggestion

The author provides several suggestions for several parties, namely for writers, for the company PT. Ivo Mas Tunggal, and Bengkalis State Polytechnic

1. Writer
 - a. Writers can be more active in asking questions and communicating with employees during the internship and establishing good relations with company employees
 - b. The author must be more careful in calculating when recapping some of the assignments given.
2. Company PT. Ivo Mas Tunggal Dumai
 - a. Apprentice students who have not mastered several work assignments should be given more detailed information before being given the task of doing something so that apprentice students can understand what must be done first and the work will be completed more quickly.
 - b. Apprentice students should be given an explanation regarding routine activities in the work unit and work flow so that students can understand the function and purpose of their work.
 - c. In terms of space, companies must provide a comfortable place for employees to work more effectively.
3. Bengkalis State Polytechnic
 - a. Building good relationships with companies in order to make it easier for students to get internships.
 - 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,

 **PT. IVO MAS TUNGGAL**
LUBUK GAUNG REFINERY
HR


Lukas O. tadjong
HR Dept. Head

Appendix 2 : Internship Statement Letter

PT. IVO MAS TUNGGAL

SURAT KETERANGAN

121 / HRD / VIII / 2023

Yang bertanda tangan di bawah ini menerangkan :

Nama : Ruth Maranata Silalahi
Tempat/Tanggal Lahir : Dumai, 02 Juli 2002
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 Logistics Operation.

Demikian surat keterangan ini dibuat untuk dipergunakan sebagaimana mestinya.

Dumai, 21 Agustus 2023
PT. IVO MAS TUNGGAL


PT. IVO MAS TUNGGAL
LUBUK GAUNG REFINERY
PTB
Lukas O. Tadjong
Head of HR Unit

Jalan Kelapa RT 17 Kelurahan Lubuk Gaung Kecamatan Sungal 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

Selubungan 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

Armalia, 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 Departmen dan Vendor
7. Foto Office/Kantor dan Dokumentasi di lapangan
8. Dokumentasi Maintenance Peralatan dan Mesin Produksi Perusahaan *djoham*
9. Proses Produksi dan System Produksi *djoham*
10. Dokumentasi Pengemasan dan Pengiriman Barang Ekspor Kepelabuhan dan Kapal *djoham-S*
11. Proses Pengemasan dan Pengiriman Barang Ekspor Kepelabuhan atau Kapal
12. Data Alur Kerja Proses Masuk dan Keluarnya Kapal *djoham*
13. Proses Program Kerja CSR
14. Proses Perpanjangan Izin
15. Proses Permit.


Wakil Direktur I
Armada, ST., MT
NIP.197906172014041001

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 : Ruth Maranata Silalahi
Student ID Number : 5404191206
Study Program : D4 – International Business Administration
College : State Polytechnic Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	100
2.	Responsibility	25%	80
3.	Adjustment/Adaptation	10%	80
4.	Work Result	30%	85
5.	Behavior	15%	100
Total (1+2+3+4+5)		100%	465

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

Note:

Dumai, June 13th, 2023
Logistics Operation - Transport Set head

PT. IVO MAS TUNGGAL
LUBUK GAUNG REFINERY
RIDO MASPUTRA

Appendix 5 : Apprenticeship Attendance List



HRGA
LG Refinery

FORM ABSENSI

NAMA : Ririh Maranata Silalahi
 NIK : 1472024201020021
 SECTION : Manajemen / Politeknik Negeri Bangkalis
 DEPARTMENT : Logistic Operation
 PERIODE : 13 feb - 13 Mar 2023


NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	13 februari	08:00	17:00			[Signature]	[Signature]
2	14 februari	08:00	17:00			[Signature]	[Signature]
3	15 februari	08:00	17:00			[Signature]	[Signature]
4	16 februari	08:00	17:00			[Signature]	[Signature]
5	17 februari	08:00	17:30			[Signature]	[Signature]
6	20 februari	08:00	17:00			[Signature]	[Signature]
7	21 februari	08:00	17:00			[Signature]	[Signature]
8	22 februari	08:00	17:00			[Signature]	[Signature]
9	23 februari	08:00	17:00			[Signature]	[Signature]
10	24 februari	08:00	17:30			[Signature]	[Signature]
11	27 februari	08:00	17:00			[Signature]	[Signature]
12	28 februari	08:00	17:00			[Signature]	[Signature]
13	01 Maret	08:00	17:00			[Signature]	[Signature]
14	02 Maret	08:00	17:00			[Signature]	[Signature]
15	03 Maret	08:00	17:30			[Signature]	[Signature]
16	06 Maret	08:00	17:00			[Signature]	[Signature]
17	07 Maret	08:00	17:00			[Signature]	[Signature]
18	08 Maret	08:00	17:00			[Signature]	[Signature]
19	09 Maret	08:00	17:00			[Signature]	[Signature]
20	10 Maret	08:00	17:30			[Signature]	[Signature]
21	13 Maret	08:00	17:00			[Signature]	[Signature]
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Dibuat Oleh [Signature] PT. PRO MAS TINGGI HR	Disetujui Oleh [Signature] PT. PRO MAS TINGGI HR	Diperiksa Oleh [Signature] PT. PRO MAS TINGGI HR
Atasan Langsung	Department Head	HR

FORM ABSENSI

NAMA : Ruth Maranata Sitabeh
 NIK : 1492024207020021
 SECTION : Magang / Politeknik Negeri Bengkalis
 DEPARTMENT : Logistic Operation
 PERIODE : 13 Maret s/d 13 April 2023



NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	13 Maret 23	08:00	17:00				
2	14 Maret 23	08:00	17:00				
3	15 Maret 23	08:00	17:00				
4	16 Maret 23	- SAKIT -				-	-
5	17 Maret 23	08:00	17:30				
6	20 Maret 23	08:00	17:00				
7	21 Maret 23	08:00	17:00				
8	22 Maret 23	~ Libur Nasional ~				-	-
9	23 Maret 23	07:30	16:00				
10	24 Maret 23	07:30	16:00				
11	27 Maret 23	07:30	16:00				
12	28 Maret 23	07:30	16:00				
13	29 Maret 23	07:30	16:00				
14	30 Maret 23	07:30	16:00				
15	31 Maret 23	07:30	16:00				
16	3 April 23	07:30	16:00				
17	4 April 23	07:30	16:00				
18	5 April 23	07:30	16:00				
19	6 April 23	07:30	16:00				
20	7 April 23	~ Libur Nasional ~				-	-
21	10 April 23	07:30	16:00				
22	11 April 23	07:30	19:00				
23	12 April 23	07:30	16:00				
24	13 April 23	07:30	16:00				
25							
26							
27							
28							
29							
30							
31							

Dibuat Oleh 	Disetujui Oleh	Diperiksa Oleh  RUTH MARANATA SITABEH LUBUK GAUNG REFINERY HR
Atasan Langsung	Department Head	HR

FORM ABSENSI

NAMA : Ruth Maranah Fialadi
 NIK :
 SECTION : Magang / Politeknik Negeri Bengkulu
 DEPARTMENT : Logistic Operaton
 PERIODE : 13 April s/d 12 Mei 2023

NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	13 April 23	07:30	16:00			Mrf.	
2	14 April 23	07:30	16:00			Mrf.	
3	17 April 23	07:30	16:00			Mrf.	
4	18 April 23	07:30	16:00			Mrf.	
5	19 April 23	07:30	16:00			Mrf.	
6	20 April 23	07:30	16:00			Mrf.	
7	21 April 23	07:30	16:00			Mrf.	
8	24 April 23	- Cuti	Bersama -			-	
9	25 April 23	08:00	17:00			Mrf.	
10	26 April 23	08:00	17:00			Mrf.	
11	27 April 23	08:00	17:00			Mrf.	
12	28 April 23	08:00	17:30			Mrf.	
13	1 Mei 23	- Li bur	Nasional -			-	
14	2 Mei 23	08:00	17:00			Mrf.	
15	3 Mei 23	08:00	17:00			Mrf.	
16	4 Mei 23	08:00	17:00			Mrf.	
17	5 Mei 23	08:00	17:30			Mrf.	
18	8 Mei 23	08:00	17:00			Mrf.	
19	9 Mei 23	08:00	17:00			Mrf.	
20	10 Mei 23	08:00	17:30			Mrf.	
21	11 Mei 23	08:00	17:30			Mrf.	
22	12 Mei 23	08:00	17:30			Mrf.	
23							
24							
25							
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27							
28							
29							
30							
31							

Dibuat Oleh 	Disetujui Oleh	Diperiksa Oleh 
Atasan Langsung	Department Head	HR

FORM ABSENSI

NAMA : Ruth Marnata Silalahi
 NIK : 492024209020021
 SECTION : Manang / Politeknik Negeri Bengalis
 DEPARTMENT : Logistic Operation
 PERIODE : 15 Mei - 13 Juni 2023






NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	15 Mei 2023	08:00	17:00				
2	16 Mei 2023	08:00	17:00				
3	17 Mei 2023	08:00	17:00				
4	18 Mei 2023	-	Libur	-	Libur Nasional	-	-
5	19 Mei 2023	08:00	17:30				
6	22 Mei 2023	08:00	17:00				
7	23 Mei 2023	08:00	17:00				
8	24 Mei 2023	08:00	17:00				
9	25 Mei 2023	08:00	17:00				
10	26 Mei 2023	08:00	17:00				
11	29 Mei 2023	08:00	17:30				
12	30 Mei 2023	08:00	17:00				
13	31 Mei 2023	08:00	17:00				
14	01 Juni 2023	-	Libur	-	Libur Nasional	-	-
15	02 Juni 2023	08:00	17:30				
16	05 Juni 2023	08:00	17:00				
17	06 Juni 2023	08:00	17:00				
18	07 Juni 2023	08:00	17:00				
19	08 Juni 2023	08:00	17:30				
20	09 Juni 2023	08:00	17:00				
21	12 Juni 2023	08:00	17:00				
22	13 Juni 2023	08:00	17:00				
23							
24							
25							
26							
27							
28							
29							
30							
31							




Dibuat Oleh 	Disetujui Oleh	Diperiksa Oleh 
Atasan Langsung	Department Head	HR

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : February 13th, 2023 to February 17th, 2023

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, February 13 th , 2023	d. Separated Sales Contract (SC) in SAP (System Application and Processing)	Ridho Masputra, S.T	
2	Tuesday, Februari 14 th , 2023	i. Archive Work Orders for Loading and Unloading Process (SPK PBM) ii. Recap CPO Barges ii. Recap Sales Contract (SC)	Ridho Masputra, S.T	
3	Wednesday, February 15 th , 2023	a. Group and Archive CPO documents b. Rename Sales Contract (SC)	Ridho Masputra, S.T	
4	Thursday, February 16 th , 2023	a. Recap of the Weighbridge (WB) Receipt and Expenditure Report, February 15 th , 2023. b. Recap CPKO expenses to PT. Energi Sejahtera Mas (ESM).	Ridho Masputra, S.T	
5	Friday, February 17 th , 2023	a. Recap of the Weighbridge (WB) Receipt and Expenditure Report, February 16 th , 2023. b. Reconstruction of CPO Barges (BG. Alfa Sarana). c. Reconstruct PK Ship (KM. Transindo 9). d. Recap the Outstanding local updates and STO Updates.	Ridho Masputra, S.T	
		Notes by Industrial Coach.		


NO.	WORKING	EXPLENATION
1		<p>Separated Sales Contract (SC) in SAP (System Application and Processing)</p>
2		<p>Archive Document (SPK PBM, Sales Contract Document, CPO Document)</p>
3		<p>Recap CPO Barges, Recap of The Weighbridge (WB) Receipt and expenditure report, recap PK S</p>



DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

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

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, February 20 th , 2023	a. Recap of the Weighbridge (WB) Receipt and Expenditure Report, 17-19 February 2023. b. Recap of STO CPKO expenses. c. Scan of Work Order for Loading and Unloading Process (SPK PBM). d. Group and Archiving SPK PBM.	Ridho Masputra, S.T	
2	Tuesday, Februari 21 st , 2023	a. Recap of the Weighbridge (WB) Receipt and Expenditure Report, 20 February 2023. b. Recap Outstanding Local Updates and STO Updates. c. Send results of OS Local Update and STO Update recap via e-mail.	Ridho Masputra, S.T	
3	Wednesday, February 22 nd , 2023	a. Recap of the Weighbridge (WB) Receipt and Expenditure Report, 21 February 2023. b. Recap Outstanding Local Updates and STO Updates. c. Send results of OS Local Update and STO Update recap via e-mail. d. Rename Sales Contract (SC).	Ridho Masputra, S.T	
4	Thursday, February 23 th , 2023	a. Recap of the Weighbridge (WB) Receipt and Expenditure Report, February 22, 2023. b. Recap CPKO STO in the Expenditure file. c. Recap outstanding PFAD in Expenses file. d. VMC Absent Scan and PBM SPK.	Ridho Masputra, S.T	




5	Friday, February 24 th , 2023	<ul style="list-style-type: none"> a. Recap of the Weighbridge (WB) Receipt and Expenditure Report, 23rd February 2023. b. Recap CPO Barges (BG. SM Independence 204). c. Rekap of PK Ship (KM. DAIEI). d. Recap Outstanding Local Updates and STO Update e. Send results of OS Local Updates and STO Update recap via e-mail. 	Ridho Masputra, S.T	
		Notes by Industrial Coach.		


NO.	WORKING	EXPLENATION
1		Recap of the Weighbridge (WB) Receipt and Expenditure Report, Recap of STO CPKO expenses, Recap the PK Ship, Recap CPO Barges, Send Result of OS local Update.
2		Scan Document (SPK PBM, VMC ABSENT)


DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : February 27th, 2023 to March 03rd, 2023

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, February 27 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 24-26 February 2023. b. Recap Outstanding Local Updates and STO Updates. c. Recap and Re-check Sales Contract (SC). 	Ridho Masputra, S.T	
2	Tuesday, February 28 st , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, dated 27 February 2023. b. Recap and rename Sales Contract (SC). c. Recap and group ship realization. 	Ridho Masputra, S.T	
3	Wednesday, March 01 st , 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 28 February 2023. b. CPO Barge Recap (BG. SM Infinity 202). c. Rename Sales Contract d. Record CPO STO in Expenditure files. e. Recap Outstanding Local Updates and STO Updates. 	Ridho Masputra, S.T	
4	Thursday, March 02 nd , 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 1, 2023. b. Rename the Delivery Order (DO) document. c. Recap the incoming ship's monthly timesheet. d. Make a list of ATK required in 	Ridho Masputra, S.T	




		the Logistics Office. e. Taking ATK for supplies at HR-GA Office.		
5	Friday, March 03 rd , 2023	a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 2, 2023. b. <i>Filing</i> Delivery Order (DO) July 2022. c. <i>Filing</i> BL (Bill of Lading) Tk. Millennium Star. d. Recap Outstanding Local Updates and STO Updates. e. Make a VMC ILM absence report, 13 Feb, 20 Feb, and 27 Feb 2023.	Ridho Masputra, S.T	
		Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
1		Recap of the Weigbridge (WB) Receipt and Expenditure Report, Filing Delivery Oder and Bill of Lading, Recap Incoming ship monthly, Make a VMC ILM absence report, Send Result of OS local Update.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : March 06th, 2023 to March 10th, 2023

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, March 06 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 3-5 March 2023. b. Recap land transport expenses on PFAD. c. Recap Outstanding Local Update (PFAD). d. Recapitulation of Filing Delivery Order (DO) for June 2022. e. Send Outstanding Local recap results via e-mail. 	Ridho Masputra, S.T	
2	Tuesday, March 07 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 6, 2023. b. Recap land transport expenditure on PKE. c. Recap CPO barges. d. Recap RBDPO STO. e. Recap STO CPKO. f. <i>Filing</i>Delivery Order (DO) May 2022. g. Recap Outstanding Local Update (CPKO). h. Send Outstanding Local and STO Update results via e-mail. 	Ridho Masputra, S.T	
3	Wednesday, March 08 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 7, 2023. b. Recap land transport expenditure on PKE c. <i>Filing</i>Delivery Order (DO), February-April 2022. d. Reconstruct PK Ship (KM. SHINRIKI) e. Update STO RBDPO in expenditure file. f. Recap Outstanding Local Updates and STO Updates 	Ridho Masputra, S.T	

		g. Sending results of OS Local Update and STO Update recap via e-mail.		
4	Thursday, March 09 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 8, 2023. b. Recap land transport expenditure on PKE. c. <i>Filing Delivery Order (DO)</i>, February – March 2023. d. Recap and Checklist Ok on Sales Contract (SC). e. Recap Outstanding Local Updates and STO Updates. f. Sending results of OS Local Update and STO Update recap via e-mail. 	Ridho Masputra, S.T	
5	Friday, March 10 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 9, 2023. b. Recap land transport expenditure on PKE. c. Recapping the final SSR on CPO barges (BG. SM Mandiri 104 and BG. SM Independence 204). d. Revised Weighbridge (WB) Revenue and Expenditure Report, 17 February 2023. e. <i>Filing Delivery Orders (DO)</i> daily. f. Recap Outstanding Local Updates and STO Updates. g. Sending results of OS Local Update and STO Update recap via e-mail. 	Ridho Masputra, S.T	
		Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
1		Recap of the Weighbridge (WB) Receipt and Expenditure Report, Filing Delivery Oder and Bill of Lading, Recap landtransport expenses PFAD, Recap STO CPKO & RBDPO, Send Result of OS local Update.




2		<p>Recap and checklist Ok on Sales Contract, recap the final SSR on CPO Barges (BG.SM Mandiri 104 and BG. SM Independence 204).</p>
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DAILY ACTIVITIES OF THE JOB TRAINING



Day : Monday - Friday

Date : March 13th, 2023 to March 17th, 2023

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, March 13 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 10-12 March 2023. b. <i>Filing Delivery Orders</i>(DO) daily. c. Recap land transport expenditure on PKE. d. Recap NCCR (Non Conformity Control Report) e. Re-check as well as recap the Quantity and Invoice Weighbridge (WB). f. Recap RBDPO Outstanding Local Updates. g. Send Outstanding local update recap results via e-mail. 	Ridho Masputra, S.T	
2	Tuesday, March 14 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 13, 2023. b. <i>Filing Delivery Orders</i>(DO) incoming daily. c. Classify and archive Work Orders for Loading and Unloading Processes (SPK PBM), Palm Kernel Acceptance Reports (LPPK), and Shipping Instructions (IP). d. Recapitulation of Minutes of PT. ESM CPKO. e. Recap the expenditure of STO CPO and RBDPO. f. Grouping and filing oil quality approval documents to vendors. g. Recap of CPKO Outstanding Local Updates. h. Recap RBDPO and CPO STO Updates. 	Ridho Masputra, S.T	

		<ul style="list-style-type: none"> i. Send results of recaps and updates, Outstanding Local and STO via e-mail. j. Sending results of expenditure recap via email. 		
3	Wednesday, March 15 th , 2023	<ul style="list-style-type: none"> a. Recap daily Filing Delivery Order (DO) documents. b. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, March 14, 2023. c. Recap land transport expenses on PFAD. d. Updating the SAP number from FI Billing. e. Update NCCR payment date from SAP. f. <i>Filing</i>BL (Bill of Lading) Tk. SM Mandiri 104 g. Classify and archive SPK PBM (Trans-Export, Trans CPO and Trans PK). h. Recap Outstanding Local Updates (CPKO and PFAD). i. Record STO updates. j. Sending results of OS Local Update and STO Update recap via e-mail. k. Updating incoming oil Purchase Order (PO) bill payments. 	Ridho Masputra, S.T	
4	Thursday, March 16 th , 2023	-SICK-	Ridho Masputra, S.T	
5	Friday, March 17 th , 2023	<ul style="list-style-type: none"> a. Filing Delivery Orders(DO) incoming daily. b. Recapitulation of the Weighbridge (WB) Receipt and Expenditure Report, 15-16 March 2023. c. Recap land transport expenses on PFAD. d. Revised the Weighbridge (WB) Receipt and Expenditure Report, March 10 and 13, 2023. e. Archiving Documents of Shipment Instructions (IP). f. Recap NCCR (Non Conformity Control Report). g. Update Outstanding Local (PFAD). 	Ridho Masputra, S.T	





		h. Send STO Spending results and Outstanding Local updates.		
		Notes by Industrial Coach.		


NO.	WORKING	EXPLENATION
1		<p>Recap NCCR (Non Conformity Control Report), Re-Check as well as recap the Quany and invoice weighbridge (WB), and recap RBDPO Outstanding local updates.</p>
2		<p>Group and archive work orders for loading and unloading processes (SPK PBM), Palm Kenel Acceptance Reports (LPPK), Shipping Instruction, and filing oil quality approval documents to vendors.</p>


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. Recapitulation of Weighbridge (WB) receipts and expenditure reports for 17-19 March 2023. b. <i>Filing Delivery Orders</i> (DO) daily. c. Recap NCCR (Non Conformity Control Report). d. Update and recap Outstanding Local (CPKO). e. Updating incoming oil Purchase Order (PO) bill payments. f. Sending Outstanding Local updates and STO Update results g. Updating incoming oil Purchase Order (PO) bill payments.	Ridho Masputra, S.T	
2	Tuesday, March 21 st , 2023	a. Recapitulation of the Weighbridge (WB) receipt and disbursement Report, March 20, 2023. b. Recap land transport expenses on PFAD. c. <i>Filing Delivery Orders</i> (DO) daily. d. Updating incoming oil Purchase Order (PO) bill payments. e. Updating Outstanding Local and STO. f. Sending results of Local Outstanding and STO updates via e-mail.	Ridho Masputra, S.T	
3	Wednesday, March 22 nd , 2023	-NATIONAL HOLIDAY-	Ridho Masputra, S.T	
4	Thursday, March 23 rd , 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 21-22 March 2023. b. Recap land transport expenditure	Ridho Masputra, S.T	



		<p>on PKE.</p> <p>c. <i>Filing</i>Daily Delivery Orders (DO).</p> <p>d. Recap Outstanding Local (PFAD).</p> <p>e. Updating STO (CPKO)</p> <p>f. Sending the results of STO Update and Outstanding local updates via e-mail</p>		
5	Friday, March 24 th , 2023	<p>a. Recapitulation of Weighbrige (WB) receipts and expenditure reports, March 23, 2023.</p> <p>b. Recap land transport expenditure on PKE and PFAD.</p> <p>c. <i>Filing</i>Daily Delivery Orders (DO).</p> <p>d. <i>Filing</i>BL (Bill of Lading) Tk. Millennium Star.</p> <p>e. Updating Purchase Order (PO) Bills.</p> <p>f. Recap PT bills. BLI.</p> <p>g. Recap Outstanding Local (PFAD).</p> <p>h. Updating STO (CPO).</p> <p>i. Sending the results of STO Update and Outstanding local updates via e-mail.</p>	Ridho Masputra, S.T	
		Notes by Industrial Coach.		




NO.	WORKING	EXPLENATION
1		Update Incoming oil purchase order bill payments, Recap bills PT. BLI, and Recap landtransport expenditure on PKE and PFAD.

DAILY ACTIVITIES OF THE JOB TRAINING



Day : Monday - Friday

Date : March 27th, 2023 to March 31st, 2023

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, March 27 th , 2023	<ul style="list-style-type: none"> a. Recap of Weighbridge (WB) receipts and expenditure reports, 24-26 March 2023. b. PK ship recap (KM. DAIEI). c. Filing Delivery Orders (DO). d. Recap of MT LG CPKO Piping expenses. e. Recap of Outstanding local (CPKO and PFAD). f. Update RBDPO STO. g. Send results of updates and recaps of Local Outstanding and STO Update via e-mail. h. Send expense reports via email. i. Archive LPPK (Palm Kernel Receipt Report) KM. DAIEI . j. Archive Minutes (BA) of PT. ESM and STO Minutes. 	Ridho Masputra, S.T	
2	Tuesday, March 28 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, dated 27 March 2023. b. Recap the CPO barge (BG. SM Universe 108). c. Revised the recap of the Weighbridge (WB) revenue and expense report on CPO, March 21, 2023. d. Filing Delivery Orders (DO). e. Grouping as well as checking penalty bills on quality. f. Recap CPKO expenses g. Recap Outstanding Local (CPKO). h. Updating STO CPKO. i. Send Outstanding recap results 	Ridho Masputra, S.T	

		and STO updates via e-mail.		
3	Wednesday, March 29 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, March 28, 2023. b. Filing Delivery Orders (DO). c. Group as well as checking penalty bills on quality. d. Update the quality verification of scales at PO Closed. e. Recapital CPO barges (BG. Alfa Sarana and BG. SM Universe 118). f. Recap the CPKO barge (BG. Alfa Sarana). g. Recap Local Outstandings. h. Recap expenses as well as updating CPO STO. i. Send Outstanding recap results and STO updates via e-mail. 	Ridho Masputra, S.T	
4	Thursday, March 30 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, dated 29 March 2023. b. Filing Delivery Orders (DO). c. Group and filing LPPK, LPM, and Shipping Instructions (IP). d. Filing BL (Bill of Lading) Ship Tk. SM Independence 204 & Tk. Millennium Star. e. Update Outstanding Local and STO. f. Send results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
5	Friday, March 31 st , 2023	<ul style="list-style-type: none"> a. Recapitulate Weighbridge (WB) receipts and expenditure reports, dated March 30, 2023. b. Filing Delivery Orders (DO). c. Filing BL (Bill Of Lading) Tk. BC Independence 204. d. Group and archiving SPK PBM (Work Order for Loading and Unloading Process). e. Updating NCCR (Non Conformity Control Report) f. Updating the quality verification of scales at PO Closed. g. Recap the incoming ship's monthly timesheet. 	Ridho Masputra, S.T	



	<ul style="list-style-type: none"> h. Revised Weighbridge (WB) revenue and expense reports, dated 29 March 2023. i. Updating Outstanding Local and STO. j. Sending results of Local Outstanding and STO updates via e-mail. 		
	Notes by Industrial Coach.		




NO.	WORKING	EXPLENATION
1		<p>Recap of Piping expenditure at CPKO, Revised the recap of the Weighbridge (WB) Revenue and expense report on CPO, March 21st, 2023, Update NCCR (Non Conformity Control Report).</p>
2		<p>Group as well as checking penalty bills on quality, update the quality verification of scales at PO Closed, Filing BL, and recap the incoming ships monthly timesheet.</p>



**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : April 03rd, 2023 to April 07th, 2023

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, April 03 rd , 2023	a. Recapitulate Weighbridge (WB) receipts and expenditure reports, dated March 31, 2023. b. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 1-2 April 2023. c. <i>Filing</i> Daily Delivery Orders (DO). d. Updating NCCR (Non Conformity Control Report) e. Recap the incoming ship's monthly timesheet. f. Recap CPKO expenses g. Recap Outstanding Local (CPKO). h. Recap and update STO CPO expenditure. i. Sending results of Local Outstanding and STO updates via e-mail.	Ridho Masputra, S.T	
2	Tuesday, April 04 th , 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 3, 2023. b. Filing Delivery Orders (DO). c. Recap CPKO expenses d. Recap Outstanding Local (CPKO). e. Recap and update STO CPO expenditure. f. Sending results of Local Outstanding and STO updates via e-mail. g. Update the status of Outstanding CPO PLB, Outstanding CPKO PLB, Outstanding CPO, and Outstanding PK in the Weighbridge weighing	Ridho Masputra, S.T	



		application for January - March 2023.		
3	Wednesday, April 05 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 4, 2023. b. Filing Daily Delivery Orders (DO). c. Filing Bill Of Lading (BL) Tk. Alpha Charisma. d. See the WB weighing process that goes to PT. IVO MAS TUNGGAL DUMAI. e. Recap CPKO expenses f. Recap Outstanding Local (CPKO). g. Updating STO update issuance. h. Sending results of Local Outstanding and STO updates via e-mail. i. Updating NCCR (Non Conformity Control Report). j. Revised Weighbridge (WB) receipts and expenditure reports April 3 – 4 2023. k. Updating Heating on CPO barge recap (BG. SM Mandiri 104 and BG. SM Independence 204) 	Ridho Masputra, S.T	
4	Thursday, April 06 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 5, 2023. b. Filing Delivery Order (DO) daily. c. Recap CPKO expenses d. Recap Outstanding Local (CPKO). e. Updating STO update issuance. f. Recapital CPO barges (BG. Millennium Star). g. Grouping and archiving SPK PBM (Work Order for Loading and Unloading Process). 	Ridho Masputra, S.T	
5	Friday, April 07 th , 2023	-NATIONAL HOLIDAY-	Ridho Masputra, S.T	
		Notes by Industrial Coach.		




NO.	WORKING	EXPLENATION
1		<p>Update the status of Outstanding CPO PLB, Outstanding CPO, and Outstanding in the Weighbridge weighing application for Januari – March 2023, Recap of pipeline expenditures at CPKO, Update heating on CPO barge recap (BG. SM Mandiri 104 and BG.SM Independence 204).</p>
2		<p>Group as well as checking penalty bills on quality, update the quality verification of scales at PO Closed, Filing BL, and recap the incoming ships monthly timesheet.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : April 10th, 2023 to April 14th, 2023

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, April 10 th , 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 6-9 April 2023. b. Filing Delivery Orders (DO). c. Recap CPKO expenses d. Recap Outstanding Local (CPKO). e. Recap and update STO CPO expenditure. f. Sending results of Local Outstanding and STO updates via e-mail.	Ridho Masputra, S.T	
2	Tuesday, April 11 th , 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 10, 2023. b. Revised Weighbridge (WB) receipts and disbursements reports, dated 07 April 2023. c. Filing Delivery Orders (DO). d. Recapitulate CPKO and PKE land transport expenditures. e. Recap Outstanding Local (CPKO). f. Updating Outstanding local (CPKO). g. Recap and update STO CPO expenditure. h. Sending results of Local Outstanding and STO updates via e-mail. i. Participated in the joint iftar event held by LKS Bipartite (Internal Organization) PT. Ivo Mas Tunggal	Ridho Masputra, S.T	




3	Wednesday, April 12 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 11, 2023. b. Filing Delivery Orders (DO). c. Filing Bill of Lading(BL) Tk. SM Infinity 202. d. Revised Weighbridge (WB) revenue and expense reports, April 10, 2023. e. Recapitulate CPKO, PFAD and PKE land transport expenditures. f. Recap Outstanding Local (CPKO & PFAD). g. Recap and update STO CPO expenditure. h. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
4	Thursday, April 13 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 12, 2023. b. <i>Filing</i> Delivery Orders (DO). c. Recapital CPO barges (BG. Alfa Kharisma and BG. SM Mandiri 104). d. Recapping the CPKO ship (BG. Alfa Kharisma). e. Recapitulate CPKO, PFAD and PKE land transport expenditures. f. Recap Outstanding Local (CPKO & PFAD). g. Recap and update STO CPO expenditure. h. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
5	Friday, April 14 th , 2023	<ul style="list-style-type: none"> a. Participating in the cooking oil bazaar and MSME products in collaboration with the Sinar Mas Dumai association and the Dumai City PKK Mobilization Team 	Ridho Masputra, S.T	
		Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
1		<p>Participated in the joint iftar event held by LKS Bipartite (Internal Organization) PT. Ivo Mas Tunggal</p>
2		<p>Participating in the cooking oil bazaar and MSME products in collaboration with the Sinar Mas Dumai association and the Dumai City PKK Mobilization Team.</p>


**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : April 17th, 2023 to April 21st, 2023

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, April 17 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 13 – 16 April 2023. b. Filing Delivery Orders (DO). c. Recapitulate CPKO, PFAD and PKE land transport expenditures. d. Recap Outstanding Local (CPKO & PFAD). e. Recap and update STO CPO expenditure. f. Sending results of Local Outstanding and STO updates via e-mail. g. Continuing cooking oil bazaar activities for employees within PT. Ivo Mas Tunggal. 	Ridho Masputra, S.T	
2	Tuesday, April 18 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 17, 2023. b. Check the condition of the FAM Tank (Field) c. Archive LPPK d. Filing Delivery Orders (DO). e. Recap Outstanding Local (CPKO). f. Sending results of Local Outstanding and STO updates via e-mail 	Ridho Masputra, S.T	
3	Wednesday, April 19 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 18, 2023. b. Filing Delivery Orders (DO). c. Filling Bill of Lading (BL) SPOB Anugrah 5 and Tk. Pearl Millennium. d. Send expense reports via e-mail. e. Cleaning the CPO & CPKO Unloading area 	Ridho Masputra, S.T	





		<ul style="list-style-type: none"> f. Updating Outstanding Locales. g. Recap and update STO CPO expenditure. h. Sending results of Local Outstanding and STO updates via e-mail 		
4	Thursday, April 20 th , 2023	<ul style="list-style-type: none"> a. Filing Delivery Order (DO) b. Filing Bill of Lading (BL) Tk. SM Masterpieces 318. c. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 19, 2023. d. Updating Outstanding Locales. e. Recap and update STO CPO expenditure. f. Sending results of Local Outstanding and STO updates via e-mail 	Ridho Masputra, S.T	
5	Friday, April 21 th , 2023	<ul style="list-style-type: none"> a. Filing Delivery Order (DO) b. Scan the Quality and Loss Penalty document. c. Update Outstanding Locales. d. Recap and update STO expenses. e. Sending results of Local Outstanding and STO updates via e-mail 	Ridho Masputra, S.T	
		Notes by Industrial Coach.		


NO.	WORKING	EXPLENATION
1		Check the condition of he Tank Farm


**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : April 24th, 2023 to April 28th, 2023

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, April 24 th , 2023	-NATIONAL HOLIDAY-	Ridho Masputra, S.T	
2	Tuesday, April 25 th , 2023	<ul style="list-style-type: none"> a. Filing Delivery Orders (DO). b. Check and Update APAR (Light Fire Extinguisher). c. <i>Filing Bill of Lading</i>(BL) Tk. SM Masterpieces 318. d. Grouping and sorting the Quality Penalties and Losses documents. e. Updating Outstanding Locales. f. Updating STO expenses. g. Sending results of Local Outstanding and STO updates via e-mail 	Ridho Masputra, S.T	
3	Wednesday, April 26 th , 2023	<ul style="list-style-type: none"> a. Filing Delivery Orders (DO). b. STO via e-mail Updating Outstanding Local. c. Updating STO expenses. d. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
4	Thursday, April 27 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 26, 2023. b. Revised Weighbridge (WB) revenue and expense reports, dated 27 March 2023. c. Filing Delivery Orders (DO). d. Check and Update APAR (Light Fire Extinguisher). e. Updating Outstanding Locales. f. Updating STO expenses. g. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	




5	Friday, April 28 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, April 27, 2023. b. Recap land transport expenditure on PFAD and PKE. c. Filing Delivery Orders (DO). d. Send expense reports via e-mail. e. Recap Outstanding Local (PFAD & CPKO). f. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
		Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
1		Check and Update APAR (Light Fire Exthinguisher)

**DAILY ACTIVITIES
OF THE JOB TRAINING**



Day : Monday - Friday

Date : May 01st, 2023 to May 05th, 2023

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, May 01 st , 2023	-NATIONAL HOLIDAY-	Ridho Masputra, S.T	
2	Tuesday, May 02 nd , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 29-30 April 2023. b. Recap land transport expenditure on PKE and PFAD. c. Recapitulation of Weighbridge (WB) receipts and expenditure reports, dated May 1, 2023. d. <i>Filing</i> Delivery Orders (DO). e. Updating PAM Bills. f. Updating PO Bills. g. Recapitulate PFAD and PKE expenditures. h. Local Outstanding Recap (PFAD) i. Revise PK ship recap (KM. Transindo 9) j. Updating Outstanding local (CPKO) k. Updating STO. l. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
3	Wednesday, May 03 rd , 2023	<ul style="list-style-type: none"> a. Recapitulate Weighbridge (WB) receipts and expenditure reports, May 2, 2023. b. Filing Delivery Orders (DO). c. Revised Weighbridge (WB) revenue and expense reports, April 30, 2023. d. Recap land transport expenditure on PKE and CPKO. e. Recap the monthly timesheet of incoming barges. f. Recapitulating CPO barges (BG. SM infinity 202, BG. 	Ridho Masputra, S.T	

		<p>Millennium Star, BG. SM Millennium Mutiara, BG. SM Masterpiece 318).</p> <p>g. Updating heating on CPO barges (BG. SM Independence 204 and BG. SM Millennium Star).</p> <p>h. Recap Outstanding local (CPKO).</p> <p>i. Updating Outstanding Local (PFAD).</p> <p>j. Updating STO.</p> <p>k. Sending results of Local Outstanding and STO updates via e-mail.</p>		
4	Thursday, May 04 th , 2023	<p>a. Recapitulate Weighbridge (WB) receipts and expenditure reports, May 3, 2023.</p> <p>b. Filing Delivery Orders (DO).</p> <p>c. Filing Bill of Lading (BL) Tk. SM Infinity 202.</p> <p>d. Recap land transport expenditure on PKE and CPKO.</p> <p>e. Recap the timesheet on the Incentive Document (BG. SM infinity 202, BG. Millennium Star, BG. SM Millennium Pearl, BG. SM Masterpiece 318).</p> <p>f. Recapping CPO barges (SPOB ANUGRAH 5)</p> <p>g. Recap Outstanding local (CPKO).</p> <p>h. Updating STO.</p> <p>i. Updating Outstanding Local (PFAD).</p> <p>j. Sending results of Local Outstanding and STO updates via e-mail.</p>	Ridho Masputra, S.T	
5	Friday, May 05 th , 2023	<p>a. Follow fun gymnastics</p> <p>b. Participating in 551 activities or Gotong royong in area 08 (GA).</p> <p>c. Recapitulate Weighbridge (WB) receipts and expenditure reports, May 4, 2023.</p> <p>d. Filing Delivery Orders (DO).</p> <p>e. Filing Bill of Lading (BL) Tk. SM Mandiri 104.</p> <p>f. Recap land transport expenditure on PKE.</p> <p>g. Updating Outstanding local and STO Update.</p> <p>h. Sending results of Local</p>	Ridho Masputra, S.T	



		Outstanding and STO updates via e-mail.		
		Notes by Industrial Coach.		




NO.	WORKING	EXPLENATION
1		Participate in 551 activities or Gotong Royong in Area GA
2		Recap the timesheet on the incentive document.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

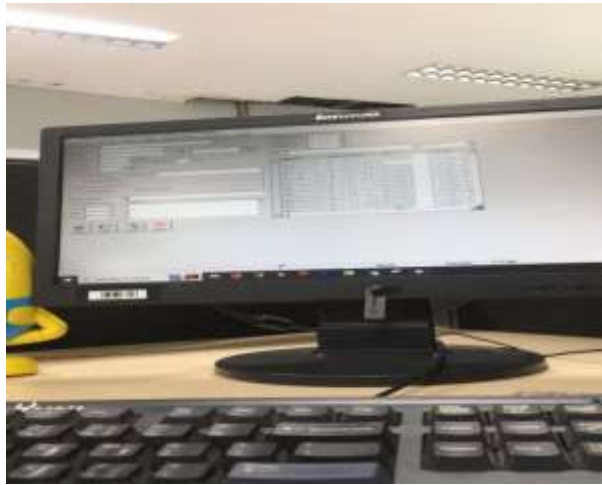
Day : Monday - Friday

Date : May 08th , 2023 to May 12th , 2023

NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, May 08 th , 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 05 – 07 May 2023. b. Filing Delivery Orders (DO). c. Recap land transport expenditure on PKE, PFAD, and CPKO. d. Recap of Outstanding local (CPKO and PFAD). e. Revise the contract number on the Minutes of Transfer of STO (CPO) f. Recap CPO STO expenditure g. Sending results of Local Outstanding and STO updates via e-mail.	Ridho Masputra, S.T	
2	Tuesday, May 09 th , 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, dated 08 May 2023. b. Filing Delivery Orders (DO). c. Revised Weighbridge (WB) receipts and expenditure reports, dated 06 March 2023. d. Recap land transport expenditure on PKE, PFAD, and CPKO. e. Recap of Outstanding local (CPKO and PFAD). f. Recap CPO STO expenditure. g. Sending results of Local Outstanding and STO updates via e-mail. h. Update the status of Outstanding CPO PLB, Outstanding CPKO PLB, Outstanding CPO, and Outstanding PK in the Weighbridge weighing application in April 2023.	Ridho Masputra, S.T	

3	Wednesday, May 10 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 9, 2023. b. Filing Delivery Orders (DO). c. Revised Weighbridge (WB) receipts and expenditure reports, dated 09 March 2023. d. Recap land transport expenditure on PKE, PFAD, and CPKO. e. Recap the expenses of the TK ship. Earth Elais One. f. Updating PAM Bills. g. Updating local Outstanding (CPKO & PFAD). h. Updating complete status on Closed PO scales. i. Recap of Outstanding local (CPKO and PFAD). j. Updating STO. k. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
4	Thursday, May 11 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 10, 2023. b. Recap land transport expenditure on PKE, PFAD, and CPKO. c. Filing Delivery Orders (DO). d. Recap of Outstanding local (CPKO and PFAD). e. Filing Bill of Lading(BL) Tk. SM Majesty 218 f. Updating STO g. Sending results of Local Outstanding and STO updates via e-mail. h. Updating PO bills. i. Recap CPO barge (BG. SM Infinity 202). j. Grouping as well as filing SPKBM (Letter of Unloading Work Orders). 	Ridho Masputra, S.T	
5	Friday, May 12 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 11, 2023. b. Recap land transport expenditure on PKE, PFAD, and CPKO. c. Filing Delivery Orders (DO). d. Revised the Quantity BL on CPO barges (BG. SM Mandiri 104). 	Ridho Masputra, S.T	




		<ul style="list-style-type: none"> e. Recap of Outstanding local (CPKO and PFAD). f. Recap CPO STO. g. Sending results of Local Outstanding and STO updates via e-mail. 		
		Notes by Industrial Coach.		



NO.	WORKING	EXPLENATION
1		<p>Update the status of outstanding CPO PLB, Outstanding CPKO PLB, Outstanding CPO, and outstanding PK in the weighbridge weighing application in April 2023.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : May 15th, 2023 to May 19th, 2023



NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, May 15 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 12 - 14 May 2023. b. Recap land transport expenditure on PKE, PFAD, and CPKO. c. Filing Delivery Orders (DO). d. Make a VMC ILM absence report, May 15, 2023. e. Recap of Outstanding local (CPKO and PFAD). f. Updating CPO STO. g. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
2	Tuesday, May 16 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 15, 2023. b. Recap land transport expenditure on PKE and CPKO. c. Filing Delivery Orders (DO). d. Revised Weighbridge (WB) receipts and expenditure reports, 09 – 11 May 2023. e. Updating PO Bills. f. Recapitulation of piping expenses at CPKO. g. Recap and update local Outstanding (CPKO). h. Updating STO. i. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
3	Wednesday, May 17 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 16, 2023. b. Recap land transport expenditure on PKE, PFAD, and CPKO. c. Scanned the Penalties for Quality document. d. Updating PO bills. 	Ridho Masputra, S.T	




		<ul style="list-style-type: none"> e. Recap and update local outstanding (CPKO and PFAD). f. Filing Delivery Orders (DO). g. Filing Bill of Lading(BL) CPO from Tk. SM Independence 204, Tk. Alfa Kharisma, and Tk. Pearl Millennium. h. Filing Bill of Lading(BL) PK from KM. Source of Fortune 88. i. Updating STO. j. Sending results of Local Outstanding and STO updates via e-mail. 		
4	Thursday, May 18 th , 2023	-NATIONAL HOLIDAY-	Ridho Masputra, S.T	
5	Friday, May 19 th , 2023	-SICK-	Ridho Masputra, S.T	
		Notes by Industrial Coach.		

**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	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 17 – 21 May 2023. b. Recap land transport expenditure on PKE, PFAD, and CPKO. c. Filing Delivery Orders (DO). d. Filing Bill of Lading (BL) PK from KM. Source of Fortune 88. e. Updated Heating on CPO barge recap (BG. SM Infinity 202). f. Recap and update local outstanding (CPKO and PFAD). g. Revised Weighbridge (WB) receipts and expenditure reports, 11 – 12 May 2023. h. Revised the Weighbridge (WB) revenue and expense report, 15 - 16 May 2023. i. Recap CPKO expenses to PT. Prosperous Energy Mas. j. Updating STO. k. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
2	Tuesday, May 23 rd , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 22, 2023. b. Recap land transport expenditure on PKE. c. Filing Delivery Orders (DO). d. Revised Weighbridge (WB) receipts and disbursements report, 09 May 2023. e. Archiving PBM SPK documents. f. Filing Bill of Lading (BL) Tk. SM Infinity 202. g. Updating local outstanding. h. Updating STO. i. Sending results of Local Outstanding and STO updates 	Ridho Masputra, S.T	




		via e-mail..		
3	Wednesday, May 24 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 23, 2023. b. Recap land transport expenditure on PKE, CPKO, and PFAD. c. Filing Delivery Order (DO). d. Updating local outstanding CPKO and PFAD. e. Updating STO. f. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
4	Thursday, May 25 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 24, 2023. b. Recap land transport expenditure on PKE, CPKO, and PFAD. c. Filing Delivery Order (DO). d. Filing BL CPO (Tk. SM Majesty 218 and Tk. SM Infinity 202). e. Updating local outstanding CPKO and PFAD. f. Updating STO. g. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
5	Friday, May 26 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 25, 2023. b. Recap land transport expenditure on PKE, CPKO, and PFAD. c. Filing Delivery Order (DO). d. Filing BL CPO (Tk. Millennium Star). e. Recapitulation of Piping expenditures at CPKO. f. Recapping the CPO barge (BG. SM Independence 204). g. Updating local outstanding CPKO and PFAD. h. Updating STO. i. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
		Notes by Industrial Coach.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : May 29th, 2023 to June 02nd, 2023






NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, May 29 th , 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, 26 - 28 May 2023. b. Recap land transport expenditure on PKE, CPKO, and PFAD. c. Filing Delivery Order (DO). d. Generate incentive reports. e. Recap the incoming ship's monthly timesheet. f. Filing BL CPO (Tk. Millennium Star). g. Revised Weighbridge (WB) revenue and expense reports, April 29, 2023. h. Recapitulation of Piping expenditures at CPKO. i. Updating local Outstanding CPKO and PFAD. j. Recap RBDPO STO. k. Recap CPO STO. l. Recapitulation of Piping expenditures at CPKO. m. Sending results of Local Outstanding and STO updates via e-mail.	Ridho Masputra, S.T	
2	Tuesday, May 30 th , 2023	a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 29, 2023. b. Recap land transport expenditure on PKE, CPKO, and PFAD. c. Filing Delivery Order (DO). d. Update incentive reports. e. Update the status of Outstanding CPO PLB, Outstanding CPKO PLB, Outstanding CPO, and Outstanding PK in the Weighbridge weighing application in April 2023. f. Updating local Outstanding CPKO and PFAD.	Ridho Masputra, S.T	

		<ul style="list-style-type: none"> g. Updating STO. h. Sending results of Local Outstanding and STO updates via e-mail. 		
3	Wednesday, May 31 th , 2023	<ul style="list-style-type: none"> a. Recapitulation of Weighbridge (WB) receipts and expenditure reports, May 23, 2023. b. Recap land transport expenditure on PKE, CPKO, and PFAD. c. Filing Delivery Order (DO). d. Updating local outstanding CPKO and PFAD. e. Updating STO. f. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
4	Thursday, June 01 st , 2023	-NATIONAL HOLIDAY-	Ridho Masputra, S.T	
5	Friday, June 02 nd , 2023	<ul style="list-style-type: none"> a. Filing Delivery Order (DO). b. Recapitulate Weighbridge (WB) receipts and expenditure reports, 31 May – 01 June 2023. c. Recap land transport expenditure on PKE and CPKO. d. Recapitulation of Piping expenditures at CPKO. e. Filing Delivery Order (DO). f. Archiving LPPK (Palm Kernel Acceptance Report) and SPK PBM (Work Order for Loading and Unloading Process). g. Recap CPO barges (BG. SM Majesty, BG. Millennium Mutiara, BG. SM Infinity 202, dan Majesty 218). h. Reconstruct PK Ship (KM. Sumber Rejeki 88). i. Updating local CPKO Outstandings. j. Recap CPO STO. k. Sending results of Local Outstanding and STO updates via e-mail. 	Ridho Masputra, S.T	
		Notes by Industrial Coach.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : June 05th, 2023 to June 09, 2023



NO.	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, June 05 th , 2023	a. Filing Delivery Order (DO). b. Archive LPPK (Palm Kernel Receipt Report) and LPM (Oil Receipt Report). c. Prepare internship reports to be evaluated together.	Ridho Masputra, S.T	
2	Tuesday, June 06 th , 2023	a. Participate in CSR activities, namely project assessment for the community in evaluating CSR work program (Community from RT. 15, RT. 16, RT. 17, RT. 18)	Ridho Masputra, S.T	
3	Wednesday, June 07 th , 2023	a. Filing Delivery Order (DO) b. Recap weighbridge (WB) receipts and expenditure reports, 06 June 2023. c. Make a list of ATK required in the logistics office. d. Taking ATK for supplies at HR-GA Office	Ridho Masputra, S.T	
4	Thursday, June 08 th , 2023	d. Filing Delivery Order (DO) e. Recap weighbridge (WB) receipts and expenditure reports, 07 June 2023. f. Recap land transport expenditure on PKE and CPKO g. Updating local CPKO and PFAD Outstandings.	Ridho Masputra, S.T	
5	Friday, June 09 th , 2023	a. Archive LPM document b. Change the name of the vendor name for making insurance extensions. c. Seeing the shunting process for moving Kernels at the Jetty Section from the TK. Sumber Rejeki 88 to the truck to warehouse	Ridho Masputra, S.T	
		Notes by Industrial Coach.		

NO.	WORKING	EXPLENATION
1		<p>Participate in CSR activities, namely project assessment for the community in evaluating CSR work program (Community from RT. 15, RT. 16, RT. 17, RT. 18)</p>
2		<p>Seeing the shunting process for moving Kernels at the Jetty Section from the TK. Sumber Rejeki 88 to the truck to warehouse</p>
3		<p>Participate in the Blood Donation Agenda which is the work program of Section CSR</p>

**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 VMC ILM absence report, June 12, 2023 b. Deliver quality penalty documents to the logistics section c. Arcieve LPM (Oil Receipt Report) d. Evaluation Score during the internship at PT. Ivo Mas Tunggal, Logistics – Transport Section.	Ridho Masputra, S.T	
2	Tuesday, June 13 th , 2023	e. Filing Delivery Order (DO) f. Recap weighbridge (WB) receipts and expenditure reports, 07 June 2023. g. Filing B/L CPO (Tk. SM Infinity 212) h. Farewell event for apprentice students of PT. Ivo Mas Tunggal	Ridho Masputra, S.T	

NO.	WORKING	EXPLENATION
1		Participate in the ILM VMC agenda which is held every Monday.



2



Farewell event for apprentice students of PT. Ivo Mas Tunggal.