

**APPRENTICESHIP REPORT**  
**PT. RIAU ANDALAN PULP AND PAPER (PT. RAPP)**  
**PANGKALAN KERINCI-RIAU**

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**APPLIED BACHELOR OF INTERNATIONAL  
BUSINESS ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
2023**

**APPRENTICESHIP REPORT  
PT. RIAU ANDALAN PULP AND PAPER**

Written as one of the conditions for completing apprenticeship

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Pangkalan Kerinci, May 15<sup>th</sup>, 2023

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PT. Riau Andalan Pulp and Paper**



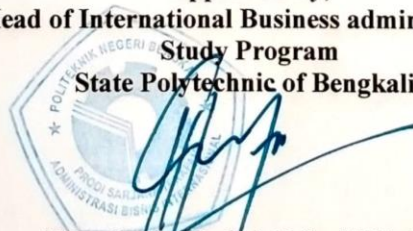
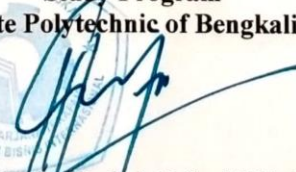
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## **PREFACE**

Praise to the presence of Allah SWT for His mercy and grace so that the activities and reports of this job training can be carried out and completed properly. This practical work is one of the activities for Bengkalis State Polytechnic students in completing studies carried out at the end as one of the requirements to obtain an applied bachelor's degree in the International Business Administration Study Program, Business Administration Department, State Polytechnic of Bengkalis. Do not forget that the author also sends blessings and greetings to the great Prophet Muhammad SAW, who is the guideline of life for Muslims around the world.

1. Mr. Johny Custer, ST., MT. as the Director of the State Polytechnic of Bengkalis.
2. Mr. Armada, ST., MT. as Deputy Director I of the State Polytechnic of Bengkalis.
3. Mrs. Supriati, ST., M.Si. as the Head of the Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec., Dev. As the Head of the International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.Sc., M.Sc. as the Apprenticeship Coordinator.
6. M. Fuad Asrofillah, S.E., M.M. as the Apprenticeship Advisor.
7. Mr. Tengku Kespandiar, ST., MM. as the Head of Public Relation of PT. Riau Andalan Pulp and Paper.
8. Mr. Hermanto as Legal Manager in the Legal Department of PT. RAPP
9. Mrs. Imelda Wing as Senior Legal Officer as well as apprenticeship supervisor in the Legal Department of PT. RAPP
10. All Employees in the Legal Department at the Corporate Office of PT. RAPP.
11. All Lectures, especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecture.

12. Especially for both parents who have given a lot of sacrifice, support, prayers, time, energy and materials to help and provide convenience during lectures to realize the ideals for them.
13. Dear brother and sister who always give encouragement and advice in completing the thesis on time.
14. To all my friends at Mess of Tanoto Foundation as the author's internship partner from the beginning to the end of this practical work.
15. All parties who have been present in the author's life, who cannot mentioned one by one.

The Author realizes that in the preparation of this job training report is still far from perfect, both in terms of preparation, language, and writing. Therefore, the author highly expect criticism and constructive suggestion to become a reference for writers in the future. Hopefully this jb training report is useful for both writers and readers.

Bengkalis, May 15<sup>th</sup>, 2023

Author

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# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of the Apprenticeship**

Higher education is the highest formal education that will produce human resources who have a high intellectual level to compete in the demands of the world of work, both ability demands and quality demands. Therefore, those universities are required to prepare good quality human resources to face increasingly fierce competition. The relationship between theory and practice in the world of education is important to compare and prove something that has been learned in theory with the actual situation in the world of work.

As an effort to prepare students to enter the world of work, State Polytechnic of Bengkalis as an educational institution has a responsibility and an important role in the formation of quality human resources who are ready to compete in the world of work. One way to do this is by holding practical work as a program that students must take part in so that students do not only have high expertise in their fields, but also have good moral and ethical values.

Practical work is an academic activity that is oriented towards forms of student learning to develop and improve a qualified workforce and is expected to increase students' knowledge, skills and experience in preparing to enter the real world of work. In addition to fulfilling academic obligations, it is hoped that these activities can become a link between the world of education and the world of work. Practical work is carried out in a systematic and scheduled manner under the guidance of qualified supervisors. Practical work is one of the requirements that must be taken by students to take part in the final activities of undergraduate (S1) and Diploma III (D3) levels at the State Polytechnic of Bengkalis.

State Polytechnic of Bengkalis is a tertiary institution established by the Bengkalis Regency Government through the Yayasan Gema Bahari in early 2000, which at that time was still called the Politeknik Perkapalan Bengkalis. During its journey, the Politeknik Perkapalan Bengkalis changed its name to Bengkalis Polytechnic and is under the auspices of the Yayasan Bangun Insani (YBI)

Bengkalis, with 5 (five) study programs, namely: Naval Architecture and Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration.

In July 2001, Bengkalis Polytechnic accepted its first batch of new students. In 2009, the Bengkalis Polytechnic together with Yayasan Bangun Insani Bengkalis and the Bengkalis Regency Government proposed an increase in status from PTS to PTN to the Ministry of National Education through the Directorate General of Higher Education. On July 29, 2011, the Bengkalis Polytechnic officially became a PTN with the name State Polytechnic of Bengkalis through the Minister of National Education Regulation (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Working Procedures of the State Polytechnic of Bengkalis. On December 26, 2011, the State Polytechnic of Bengkalis was inaugurated as a state by the Minister of Culture and Education of the Republic of Indonesia, Prof. Dr. Ir. Muhammad Nuh, DEA.

Currently, the State Polytechnic of Bengkalis has 8 (eight) departments including the Departments of Marine Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, English, Informatics and Maritime Engineering. State Polytechnic of Bengkalis has 18 study programs consisting of 9 (nine) D-III Study Programs including: Shipping Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, Informatics Engineering, English, Nautics, and Commercial Shipping Management. Bengkalis State Polytechnic also has 9 (nine) D-IV Study Programs including: Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, International Business Administration, Public Financial Accounting, Software Engineering, Marine Architecture Engineering Technology, English for Business and Professional Communications, and Information System Security.

As a student of the International Business Administration Study Program, one of the programs that must be implemented as a student is practical work. This practical work is carried out after students complete a minimum of 7 (seven) semesters and are declared to have passed in full. Predetermined practical work is

carried out for 4 (four) months. The author has carried out practical work at PT. Riau Andalan Pulp and Paper (RAPP) placed in the Legal department at the Corporate Office which has been implemented for approximately 4 (four) months from January 12<sup>nd</sup>, 2023 to May 15<sup>th</sup>, 2023.

## **1.2 Purpose of the Apprenticeship**

The purpose of the practical work program carried out at PT. Riau Andalan Pulp and Paper are as follows:

1. To find out the specifications of the tasks carried out during practical work at PT. Riau Andalan Pulp and Paper.
2. To find out the place and time of practical work at PT. Riau Andalan Pulp and Paper.
3. To find out the system and practical work procedures carried out at PT. Riau Andalan Pulp and Paper.

## **1.3 Significances of the Apprenticeship**

The practical work carried out is expected to provide benefits to various parties. These benefits are as follows:

### **1. For Students**

Students get the opportunity to apply the knowledge of theoretical concepts obtained during lectures into real work situations. Students also gain practical experience and the opportunity to analyze problems related to applied knowledge during practical work.

### **2. For Companies**

Can improve the company's image by providing good impressions and experiences for students who do practical work. In addition, the existence of cooperation between the world of education and industry or companies can make it easier for companies to get prospective employees who are known for their quality, dedication and credibility while carrying out practical work.

3. For State Polytechnic of Bengkalis

Bengkalis State Polytechnic obtains feedback from the world of work for curriculum development and learning processes for students taking practical work so as to improve the quality of skilled graduates through practical work experience.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company Profile

PT. Riau Andalan Pulp and Paper is a private company engaged in pulp and paper manufacturing and is the largest pulp company in Asia Pacific. PT. RAPP is a subsidiary of APRIL Group (Asia Pacific Resource Internasional Holding Ltd) which is one of the pioneer companies of the Royal Golden Eagle (RGE) Group. RGE began as a spare parts supplier shop called Toko Motor in 1967 in Medan, Indonesia. It was there that the founder and chairman of the RGE Group, Mr. Sukanto Tanoto, first entered the business world. During the oil crisis in 1973, he was able to overcome the rapidly rising oil prices to expand his business as oil companies expanded in the region. After a long break, he succeeded in establishing a plywood factory in Besitang, North Sumatra. At that time, he had observed that Indonesia was exporting logs and importing plywood, so he decided to invest in plywood manufacturing in Indonesia.



**Figure 2.1 Logo of Royal Goldeng Eagle**  
*Source: <https://www.rgei.com>*

The business groups under the auspices of the Royal Golden Eagle (RGE) Group include the following:

1. Pulp and Paper - APRIL & Asia Symbol
2. Palm Oil Industry - Asian Agri & Apical
3. Cellulose Fiber – Bracell
4. Viscose Fiber - Sateri & Asia Pacific Rayon (APR)

## 5. Development of Energy Resources - Pacific Oil & Gas

One of the groups under the auspices of RGE is APRIL, APRIL has its head office located in Asia, namely in Singapore, where APRIL has the main and largest production area operating in Indonesia and China. APRIL is fully integrated and operates starting from plantations, forestry, research and development for pulp and paper mills.



**Figure 2.2 Logo of Asia Pacific Resource International Holding**

*Source: <https://www.aprilasia.com>*

Through its Indonesian subsidiary, APRIL Group started developing plantations in Riau Province, Sumatra and built a factory in Pangkalan Kerinci, Pelalawan Regency from 1993. At that time, Kerinci was home to just 200 families. This population grew to over 200,000 in 2010 as APRIL Group's development and business diversification transformed Pangkalan Kerinci into the regional social and commercial center of the province.

APRIL Group started commercial pulp production in 1995, followed by commercial paper production in 1998. This regional growth mirrored the growth of APRIL Group's operations in Indonesia, with the establishment of Pelalawan District in 1999 and then the city of Pangkalan Kerinci in 2001. Growth of Pangkalan Kerinci This rapid growth allowed it to be divided into three regions in 2005.

PT. Riau Andalan Pulp and Paper which is a subsidiary of APRIL GROUP based in Jakarta in 1992, at which time a field survey was conducted for a factory location in Riau Province to be precise in Pangkalan Kerinci Village, Pelalawan Regency. PT. RAPP obtained HTI permits based on Minister of Forestry Decree No. 327/Menhut-II/1992.



**Figure 2.3 PT. Riau Andalan Pulp and Paper**  
*Source: Source: <https://www.aprilasia.com>*

PT. Riau Andalan Pulp and Paper was built and designed to produce high-quality pulp and paper, where the pulp is produced chemically using a sulfate (kraft) process. The control system in this company has entered into the ISO system which is used as a sign to determine the world quality of a product. Some of the chemicals used in factories include  $\text{ClO}_2$ ,  $\text{Cl}_2$ . Besides that PT. Riau Andalan Pulp and Paper is a fast growing private company and has received ISO 9002 and ISO 14001 certificates.

The RAPP company's production is in the form of pulp with high quality dry sheets, because the production process is carried out chemically and is supported by the latest and high-tech machines, such as extended Superbatch cooking, oxygen delignification and Elemental Chlorine Free. Pulp and paper production from the RAPP company is exported to China, Singapore, Australia, Korea and various European countries such as Russia, Turkey, and also countries in the Americas such as the USA, Mexico and Brazil. That's all because the results of pulp and paper production from RAPP are of very high quality so that there are no problems in marketing. The raw material for the Riau Pulp Mill's pulp-making process is wood that comes from acacia wood plants named *Acasiamangium* and



Acasiacrasicarpa and Pinussilvetris. The wood used by the company is generally hard wood, while soft wood is used in small quantities.

In 2002, APRIL Group implemented a comprehensive timber legality system to prevent illegal timber from entering supply and production chains. The system verifies and tracks wood from the company's fiber plantations to the mills. In 2003, a decade after the company was founded, the APRIL Group through its subsidiary PT RAPP published the company's first Sustainability Report, containing community development initiatives and their commitment to sustainable forestry operations. In the same year, APRIL Group established a branch in Guangzhou to support the development of the company's operations in China.

In 2006, APRIL Group became a signatory to the UN Global Covenant Principles. In the same year, PT RAPP was certified for Sustainable Plantation Forest Management according to the Indonesian Ecolabelling Institute (LEI) standards. PT RAPP succeeded in obtaining recertification under the SPFM-LEI in 2011 five years in the future. In 2007, APRIL through PT RAPP became the first and only Indonesian company to be recognized by the World Business Council for Sustainable Development (WBCSD).

The 2008 completion of Pulp Line 3 made Riau the largest integrated pulp and paper production site in the world, with a production capacity of 2.8 million tons per year. ISO 9001 certified factories that: 8000 and ISO 14001 continue to invest in technology to ensure the company can self-sufficiently meet its own electricity needs. Since 2010, APRIL Group's production facilities have been certified by the Program for the Endorsement of Forest Certification (PEFC) on the Chains of Custody standard, which ensures that all raw materials entering the factory are supplied from legal and unproblematic sources. APRIL also obtained certification from the Hong Kong Green Label for its PaperOne™ products in 2010.

In October 2011, APRIL's subsidiary RAPP was successfully certified by Bureau Veritas standards for Timber Origin and Legality (OLB). RAPP is the first Asian plantation company in the industry to receive this certification. APRIL

Group's OLB standard for forestry company certification covers production facility forestry activities. The supply partners for RAPP have also successfully passed audits based on OLB's "Chain of Custody-Acceptable Wood" standards.

APRIL Group launched its Sustainable Forest Management Policy in January 2014. The new policy underscores APRIL Group's commitment to balance the need to save the environment and prioritize the interests of local communities, while continuing to run a sustainable business. An independent Stakeholder Advisory Committee was also introduced to ensure transparency and implementation of the Sustainable Forest Management Policy. In June 2015, APRIL Group developed a Sustainable Forest Management Policy following input from SAC and various other stakeholders. APRIL is also strengthening its forest protection and conservation commitments including removing deforestation from its supply chain and adding a High Carbon Stock (HCV) assessment aspect.

## **2.2 Vision and Mission**

### **2.2.1 Vision**

The vision of PT. Riau Andalan Pulp and Paper is "To become a world-class pulp and paper company with the best management and performance, the most profitable and sustainable and the first choice of consumers and employees".

### **2.2.2 Mission**

The following is the mission of PT. Riau Andalan Pulp and Paper which is used to realize the expected goals that can be achieved properly are as follows:

1. Creating sustainable growth throughout the value chain;
2. To be an industry leader in every operational aspect;
3. Maximize benefits for stakeholders while helping to promote local and regional socio-economic development;
4. Creating added value through a talented and motivated workforce and the effective use of technology.

### **2.3 Kind of Business**

PT. Riau Andalan Pulp and Paper is divided into several business units (BU) where these business units are part of the APRIL Group, namely:

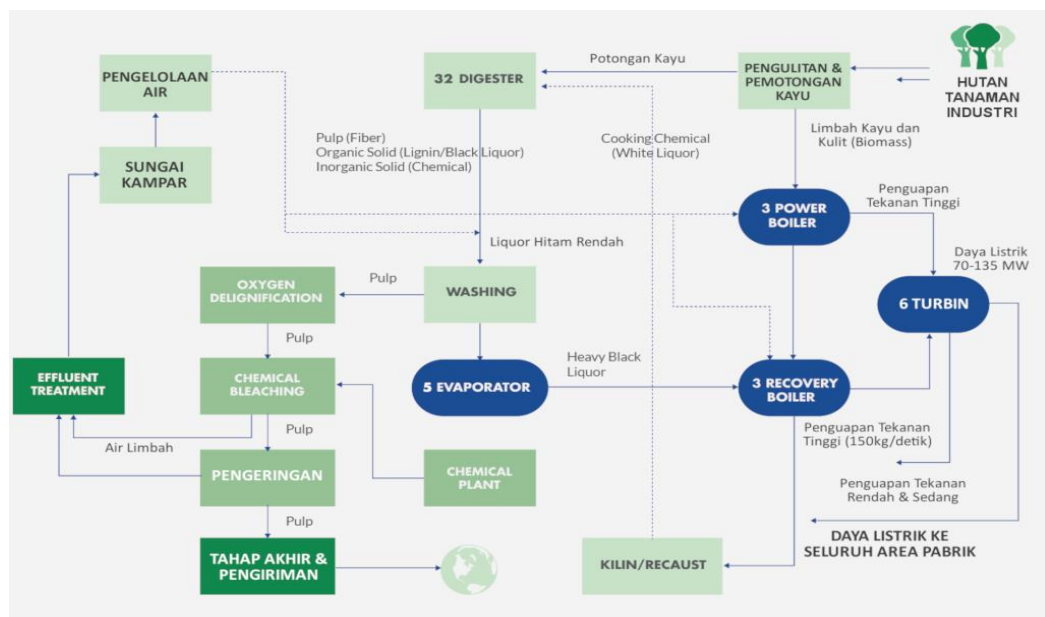
1. Riau Fiber, is a business unit that functions as a supplier of raw materials in the form of wood to factories.
2. Riau Pulp (RPL), is a business unit that functions as a pulp producer. Pulp is the main material for making paper.
3. Riau Paper is a business unit that produces paper based on consumer needs such as cut size, roll and folio sheets.
4. Riau Power/Riau Prima Energi (RPE), is a business unit that functions as the largest producer of electricity for factories, especially pulp mills and paper mills, as well as dealing with energy and electricity issues. This BU also acts as a provider of electricity for the Riau Complex and parts of Pangkalan Kerinci City, Pelalawan Regency.
5. Sharing Services Sharing services is a business unit that manages personnel and administration at PT. RAPP includes General Services, Personnel Administration, ALI, Security, Transport and Health Care.

Products produced by PT. Riau Andalan Pulp and Paper Currently sold in more than 70 countries around the world. PT. Riau Andalan Pulp and Paper is a company that produces Pulp and Paper. The main raw material for pulp production is cellulose fiber which is mostly obtained from wood, and the wood used is divided into two, namely hardwood and softwood.

#### **1. Pulp**

Pulp is the result of separating fiber from fibrous raw materials through various manufacturing processes. Pulp consists of fibers as raw material for paper. The process of making pulp includes mechanical, chemical, and semi-chemical processes. To produce pulp, small wood chips are processed and used as an admixture. The mixture is processed to produce a natural adhesive that binds wood fibers. This mixture is then cleaned and bleached

for further processing. The most basic material in producing pulp is lignin, which is a black liquid that functions as a material to trigger the boiling point to generate energy for the production process. After being dried, trimmed, and packaged, the pulp is then ready to be processed into various products. The following is the flow of the pulp production process carried out by PT. Riau Andalan Pulp and Paper:



**Figure 2.4 Process flow of pulp production PT. Riau Andalan Pulp and Paper**

Source: [Source: https://www.aprilasia.com](https://www.aprilasia.com)

## 2. Paper

Paper is a thin material resulting from the compression of fibers originating from the pulp. The fiber used is usually natural and contains cellulose and hemicellulose. PaperOne™ is the flagship brand of PT. RAPP offers a variety of paper with premium quality and is made from 100% renewable plantation fiber which is produced to meet the high demand in society. PaperOne™ has also been PEFC certified which ensures that this product comes from plantations that are managed in a sustainable manner. All PaperOne™ products are manufactured using the latest ProDigi™ HD Print Technology to produce superior quality for printing purposes. The types of paper products produced by PT. RAPP is a paper commonly used in printing and photocopying ranging from 55 gsm to 150 gsm. The brand of

paper produced at PT. Riau Andalan of Pulp and Paper is Dunia Mas, Copy & Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, BMO (Bright White Multi Purpose Office).



**Figure 2.5 Paper product of PT. Riau Andalan Pulp and Paper**  
Source: [Source: https://www.aprilasia.com](https://www.aprilasia.com)

All PaperOne™ products are manufactured using the latest ProDigi™ HD Print Technology to produce superior quality for printing purposes. The resulting paper is 3 times smoother and 33% stronger because it has 100% Elemental Chlorine Free (ECF) pulp production material.



**Figure 2.6 Paper one product of PT. Riau Andalan Pulp and Paper**  
Source: [Source: https://www.aprilasia.com](https://www.aprilasia.com)

The PaperOne™ Copier is specially manufactured to suit machines that use xenographic technology. Our products have excellent texture and smoothness, so they can be used at high speeds and large volumes. PaperOne™ All Purpose is produced to meet the needs of optimal results

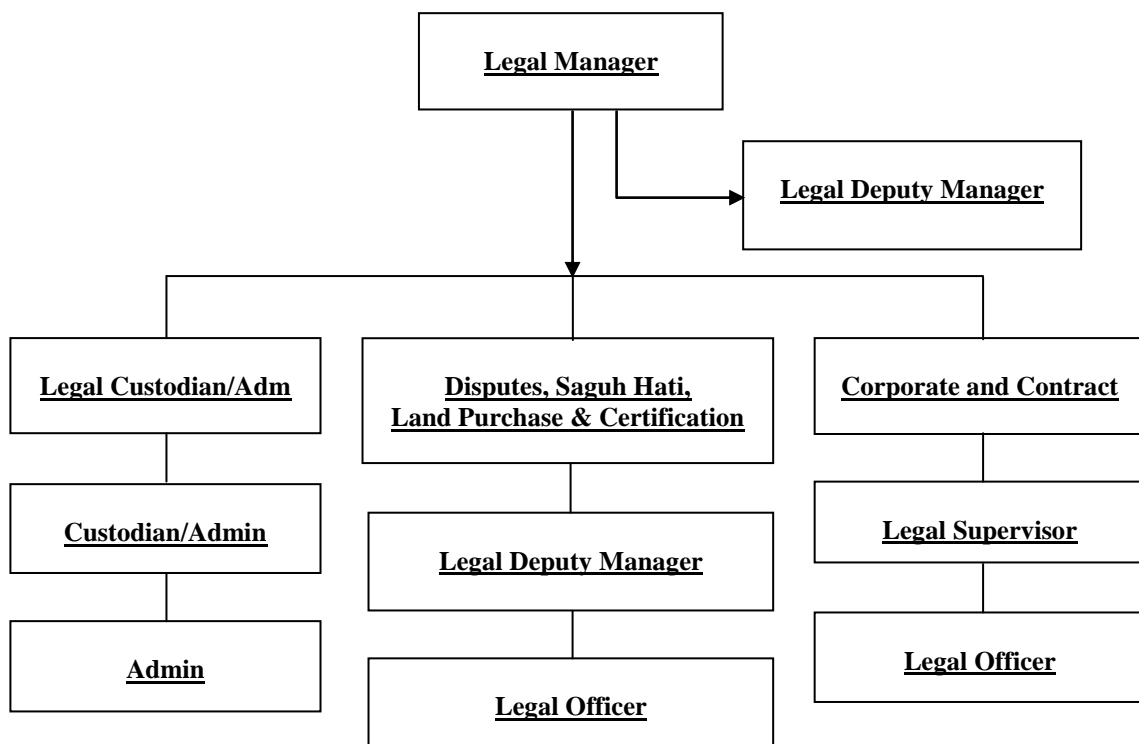
on all types of printing machines. This product can be used for various needs with high print quality. Among other papers, this product has a superior thickness to produce perfect printing results. PaperOne™ Digital is a paper product with premium quality in its class. This paper is very fine and designed for all types of office equipment using inkjet and xenographic technologies. This product is suitable for use in inkjet, laser and digital printers. This paper is also divided into two weights, namely 8.5g/m<sup>2</sup> and 100g/m<sup>2</sup>.

#### **2.4 Organization Structure**

The company's organizational structure has an important meaning in a company to achieve the goals set or planned by the company. Without a good organizational structure, the company's activities will not run smoothly because it is not clear who should carry out a task. Therefore it is clear that the organizational structure can provide firm boundaries and at the same time be responsible for these duties so as to assist in good corporate governance.

Asia Pacific Resources International Limited (APRIL) Group has clear and good corporate governance. An Oversight Board was created to oversee the activities of the APRIL Group and its subsidiaries. The Oversight Board is committed to ensuring that high standards of corporate governance are practiced throughout APRIL Group's businesses and operations. It is our responsibility to protect and enhance shareholder value. APRIL Group upholds a strict code of corporate governance and business ethics, standards which all employees are contractually bound to comply with. These guidelines include provisions for engaging fairly and without discrimination with stakeholders, avoiding conflicts of interest and intolerance for corrupt practices. The main function of the Supervisory Board is to oversee the business activities of APRIL Group. The Supervisory Board reviews and determines the overall strategy, policies, business direction, financial objectives, control and performance, risk management and resource allocation issues.

In carrying out this practical work which was carried out for four months, the activities carried out by the author during practical work were in the Corporate Office in the Legal department. The Legal Department is the department that is responsible for the management of laws related to the company. Making cooperation contracts with third parties, resolving problems or disputes, making agreements, permits and other things related to law, handling legal issues both internally and externally. The following is the organizational structure of the legal department at PT. Riau Andalan Pulp and Paper.



**Figure 2.7 Legal Organizational Structure**  
*Source: Legal Department of PT. RAPP*

The right organizational structure in every field of a company is very important in achieving goals. The organizational structure is made based on work patterns and responsibilities to facilitate coordination between functions as well as a clearer division of authority and responsibility and reduce internal conflicts that occur within a company so that it can help achieve company targets better.

The duties and responsibilities of each section contained in the organizational structure of the legal department are:

1. Manager

Legal manager is a professional who is responsible for managing and dealing with legal issues within an organization or company. The main task of the legal manager is to ensure that the company or organization complies with all applicable laws and regulations, and maintains and protects the company's rights. The legal manager also plays a role in handling legal issues that may arise during the company's operations, such as business disputes, contracts and licenses. They can also provide advice and legal advice to company management in making strategic decisions related to legal aspects. The legal manager can also negotiate contracts with third parties, and ensure that the company's legal documents are up to date and complete. In addition, responsible for overseeing the daily activities of the Legal Operations Department.

2. Deputy Manager

Deputy manager is someone who is in charge of assisting the legal manager in carrying out routine activities. Legal drafting and reviewing agreements. Supervise the updating of regulations and reports. Carry out the manager's duties when absent. Assist the manager in compiling a schedule and program of activities. Assist managers in planning management policies. Helping managers ensure all positions work optimally. Monitor and evaluate as well as reports related to progress and performance results.

3. Legal Custodian/Administrasi

Legal administration is in charge of handling administrative work related to legal matters. Check the completeness and validity of the supporting documents and other documents. Assist/provide advice on legality issues. Monitoring guarantees if the document is still in the process of being finalized at the notary, until the guarantee is received back. Store and secure important documents related to guarantees in the form of deeds, contracts,



BPKB, and other valuable documents. Manage and monitor company permit & legality deadlines.

4. Disputes, Saguh Hati, Land Purchase & Certification

This section is responsible for resolving disputes or legal cases that occur with opposing parties whether arising in contracts, controversies, disputes, transactions, or any claims arising from agreements and related documents. These disputes can be resolved by legal process and in accordance with the applicable laws and regulations. Legal disputes is also tasked with preparing the documents used in resolving these disputes, whether in the form of contracts, permits, laws and regulations, and other important documents that support the settlement of disputes or legal cases. Representing the company based on a power of attorney to take legal actions outside the court such as assisting in civil and criminal cases.

5. Corporate and Contract

Legal corporate and contract is an important part of a company that is responsible for ensuring proper control and management of legal documents and company assets and providing legal opinion relating to the legal and business aspects of the company. Ensuring the legality of every commercial transaction, providing input to companies regarding their legal rights and obligations, including the duties and responsibilities of company employees and coordinating with various relevant agencies in handling labor issues, for example with the Manpower Office, Industrial Relations Court, District Court, and the police. Review legal contracts, cooperation agreements and other legal documents related to company needs. Perform administrative management related to agreements, permits, assets, contracts, and company legality. Controlling and ensuring industrial relations can be established in a conducive and harmonious manner, both internally and externally, so that there are no industrial relations problems. Assist in making company regulations and collective work agreements as well as ensuring and managing company legality such as deeds and permits for the company's business operations to run smoothly.

#### 6. Legal Supervisor

The Supervisor's function is to supervise the Legal Staff who have job specifications, namely monitoring company licensing, making agreements or contract matters, supervising the implementation of company projects, resolving company law disputes, and updating national and local regulations, especially those related to licensing. Controlling and managing legal documents & company assets. Provide legal opinion related to legal and business aspects of the company. Make and check legal agreements, cooperation agreements and other legal documents related to company needs.

#### 7. Legal Officer

The Legal Officer in charge of assisting the management of all documents, legality, permits, and other legal issues within the company's internal or external, so that the company can continue to operate without getting into legal problems. The Legal Officer is the liaison between the Company and the Company's External Parties in terms of Cooperation, both government and private parties. To ensure Cooperation with the Government, the Legal Officer is tasked with ensuring all Company Permits have been fulfilled, then making a list of permits together with the concept of submission to be submitted to Government Agencies. If Cooperation with Private Parties such as vendors or business partners, the Legal Officer must prepare a cooperation contract and monitor it. The legal officer can also be an alarm that can immediately detect legal problems within the Company, so that they can be resolved immediately without waiting for a long time. In addition, preparing and managing Licensing and documents used for the Company's Internal and External Companies.

### **2.5 The Working Process**

In carrying out this practical work activity which lasted for four months. The author is placed in the legal department at the corporate office, PT. Riau

Andalan Pulp and Paper. The duties and responsibilities carried out by the legal department are as follows:

1. Ensuring proper control and management of legal documents and company assets and providing legal opinion relating to the legal and business aspects of the company.
2. Representing the company based on a power of attorney to carry out legal actions outside the court such as assisting civil and criminal cases and providing reports to company leaders for any developments in cases they are handling
3. Ensuring the legality of each commercial transaction, providing input to the company regarding its legal rights and obligations, including the duties and responsibilities of the company's employees and coordinating with various relevant agencies in handling labor issues, for example with the Department of Manpower, the Industrial Relations Court, the Court State and the police.
4. Review legal contracts, cooperation agreements and other legal documents related to company needs.
5. Perform administrative management related to agreements, permits, assets, contracts, and company legality.
6. Controlling and ensuring industrial relations can be established in a conducive and harmonious manner, both internally and externally, so that there are no industrial relations problems.
7. Assist in making company regulations and collective work agreements as well as ensuring and managing company legality such as deeds and permits for the company's business operations to run smoothly

## **2.6 Document Used for Activity**

There are several documents used in the process of completing the work that has been given. These documents are as follows:

1. Cooperation contract

The cooperation contract document is a document in the form of a Memorandum of Understanding (MOU) which is a document that contains

specific provisions of an agreement that has been determined and carried out between companies or agencies in the form of cooperation.

2. Certificate of compensation

Certificate of Compensation is evidence that compensation has been given for the transfer of sale and purchase of buildings and transfer of rights, namely for houses built on state/arable land. The transfer is also carried out with a building sale and purchase agreement and transfer of rights.

3. Land certificate

A land certificate, also known as a Land Declaration Letter and a Land Ownership Letter, is a land ownership certificate whose level is below the land certificate. This document is required in order to arrange other documents related to land. Its function itself is as a complementary document.

4. Certificate of ownership rights

Certificate of ownership rights are the strongest and highest rights to land, are hereditary, permanent and valid for life. This certificate has the highest legality strength because there is no interference from other parties in its ownership.

5. Certificate of building use rights

A Building Use Right Certificate is a certificate whose holder has the right to own and construct a building on land that does not belong to the building owner. The land can be in the form of land directly controlled by the state, or land controlled by individuals or legal entities.

6. Land map

The land map contains the mapping of land parcels from the process of ascertaining and delineating the location of the land, the boundaries of the land, and the area of a land or several land parcels to make it easier to describe the actual location of the land.

7. Motor vehicle owner's book

The Motor Vehicle Owner's Book contains certificates of vehicle ownership starting from the type of vehicle, number plate, vehicle color, and so on.

8. Certificate of permit for the use of lift and transport aircraft

Certificate of permit for the use of lift and transport aircraft is a permit stating that an aircraft installation or tool used to move, lift loads of either materials or goods or people vertically and or horizontally within a specified distance, in a certain workplace has been according to safety standards based on existing regulations.

9. Ship licensing certificate

A ship certificate is a document that contains requirements or a safety management system that aims to guarantee the safe operational feasibility of the ship and the legality of the ship that will sail and work on a project.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

Practical Work is carried out for 4 months, starting from January 12<sup>nd</sup>, 2023 to May 15<sup>th</sup>, 2023 at PT. Riau Andalan Pulp and Paper at the corporate office in the legal department. The tasks and responsibilities given to the author while carrying out practical work is as follows:

1. Copying legal documents
2. Scanning legal documents by converting these documents from hard files to soft files.
3. Rename legal files
4. Recaping legal documents
5. Checking legal application documents
6. Checking vendor documents to be destroyed
7. Calculating the total land area from document data and land maps
8. Archiving legal documents
9. Grouping legal documents according to document type and document number.
10. Put a stamp on the document that has been signed

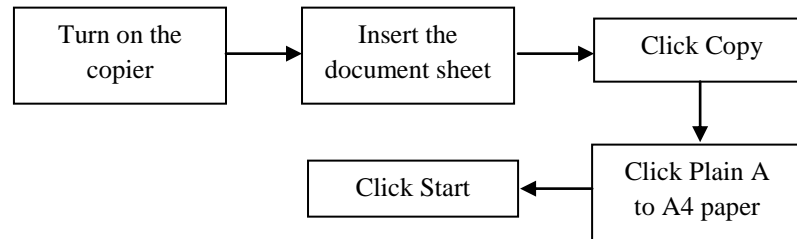
#### **3.2 System and Procedures**

There are several systems and procedures that are used in the process of describing operational activities carried out during the implementation of practical work at PT. Riau Andalan Pulp and Paper at the corporate office in the legal department. In the legal department, the author is given several responsibilities to assist in carrying out the following tasks:

1. Copying documents

Copying documents is a process or way of multiplying documents or multiplying the number of hard file documents as needed by using a

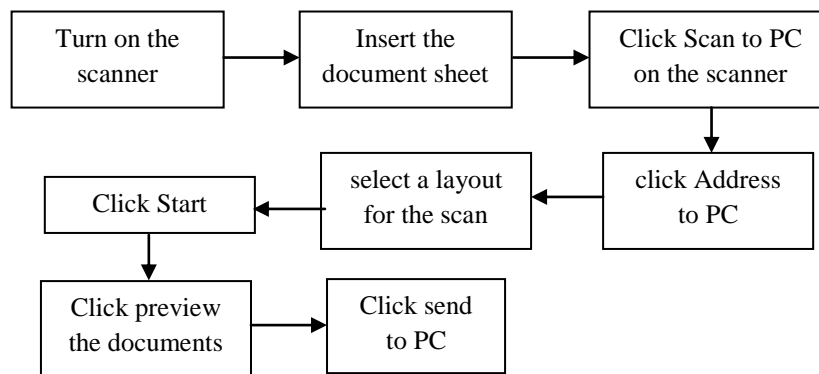
document copier machine. The following is a flowchart of the process of copying documents:



**Figure 3.1 Flowchart of Copying documents**  
 Source: Processed data 2023

2. Scan documents

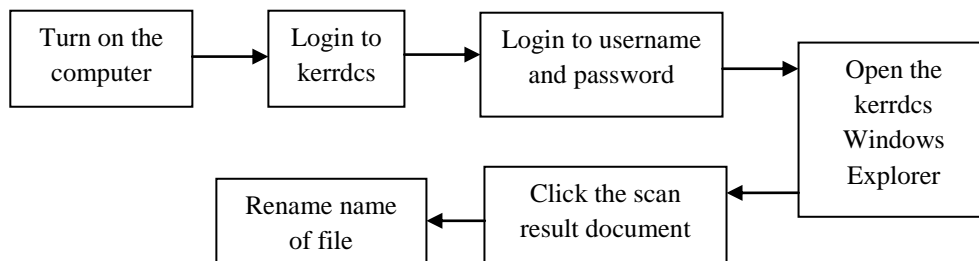
Document scanning is the process of scanning document objects in the form of written structures and images detected by a scanner engine sensor which can convert them into digital data in the form of pdf or jpeg format files. Scan documents that function to duplicate hard file objects into soft file form so that these documents are easier to store and process other needs. The procedure for scanning documents is listed in the following flowchart:



**Figure 3.2 Flowchart of Scanning documents**  
 Source: Processed data 2023

3. Renaming files

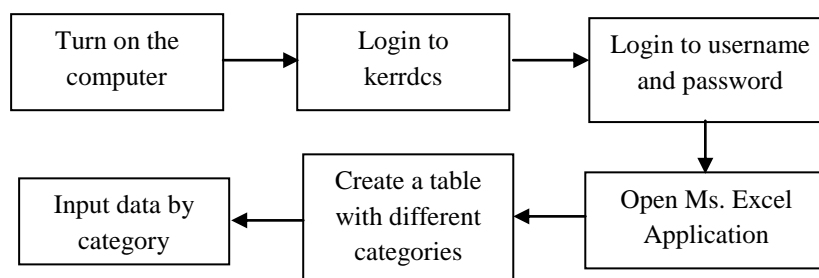
Documents that have been scanned are then renamed the file so that the document in the form of a soft file is easy to find if needed by looking at the file name in the document. The following is a flowchart of the file renaming process:



**Figure 3.3 Flowchart of Renaming files**  
 Source: *Processed data 2023*

4. Recaping documents

Data recap is the process of summarizing the amount of data to facilitate the process of reading the data and identifying some of the data. Data recording can be done in various ways, one of which is by creating tables and creating categories for each column or row in the following table, so that the process of entering/collecting data can be done easily. The following is a data recap flowchat using Microsoft Excel.

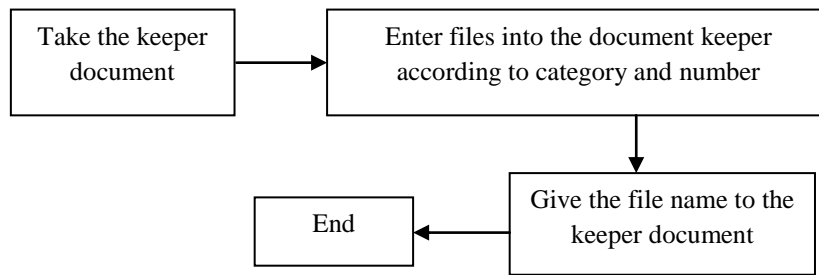


**Figure 3.4 Flowchart of Recaping documents**  
 Source: *Processed data 2023*

5. Archiving Documents

Archiving is a process and a way in which important information data in the form of documents is stored safely for a specified period of time. Such documents can be archived in various forms. Archiving documents properly and correctly can prevent document loss and make it easier to identify documents if needed again. Documents in the form of hard files can be archived after a summary of the entire document is made. The process of archiving documents in hardfile form can be seen in the following flowchart:

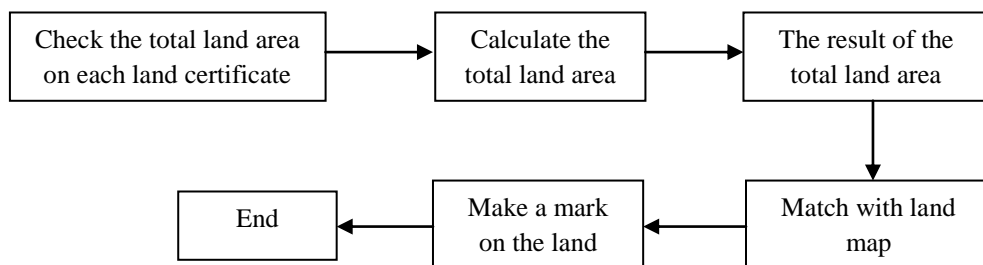




**Figure 3.5 Flowchart of Archiving documents**  
 Source: Processed data 2023

6. Calculate the total land area

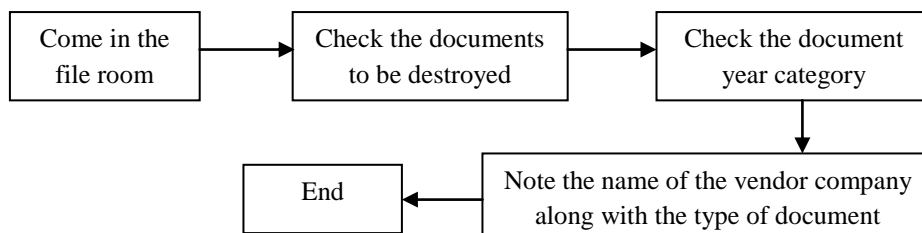
The documents containing the land area will be recalculated properly and correctly in total from the entire land area so that they have the same results and match the data with a map drawing of the total land area.



**Figure 3.6 Flowchart of Calculate the total land area**  
 Source: Processed data 2023

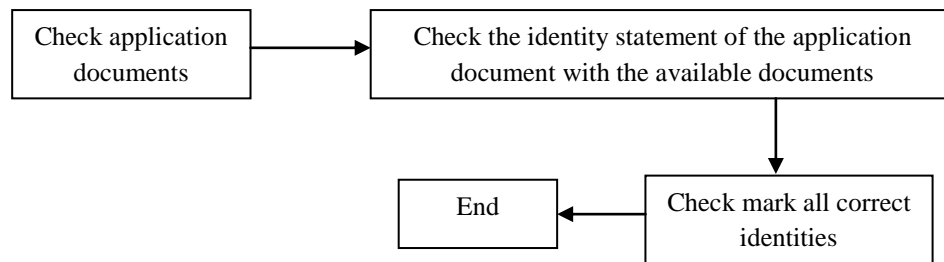
7. Check the documents to be destroyed

Before a document in the form of a hard file is destroyed, a data collection process is carried out regarding these documents. These documents are recorded again to see whether the document is included in the category of hard file documents that may be destroyed and whether the document has been archived in soft file form so that one day when needed the document is still available in soft file form.



**Figure 3.7 Flowchart of Checking the documents to be destroyed**  
 Source: Processed data 2023

8. Checking the data on the request for retrieval of BPKB and other documents  
A number of application documents are re-examined to see whether the documents are complete and have the data listed on the documents in accordance with the data on the application documents.



**Figure 3.8 Flowchart of Checking the application document**  
*Source: Processed data 2023*

9. Put a stamp on the document that has been signed  
Signed documents are affixed with a stamp to validate the document and strengthen a decision in the document as a form of accountability for the document or file.
10. grouping documents according to document type and number  
Grouping documents according to document type and document number. This is done to facilitate the work process in using the document.

### 3.3 Place of Apprenticeship

The practical work was carried out for four months, starting from January 12<sup>nd</sup> 2023 to May 15<sup>th</sup> 2023 at PT. Riau Andalan Pulp and Paper, which is located at Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau Province, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. Practical work activities carried out in the legal department, corporate office of PT. Riau Andalan Pulp and Paper with the work schedule are as follows:

**Table 3.1. Office Hours Schedule**

No.	Day	Office Hours	Break
1	Monday to Friday	08.00 - 17.00	12.00 - 13.30
2	Saturday	08.00 - 12.00	-
3	Sunday	Holiday	-

*Source: PT. Riau Andalan Pulp and Paper*

### 3.4 Description of the Activity

As for the activities carried out during practical work at the legal department, corporate office of PT. RAPP can be seen in the following table:

**Table 3.2 Daily Activities of January 12<sup>th</sup>, 2023 to January 22<sup>th</sup>, 2023**

No.	Date and Time	Activities	Place
1	Thursday, January 12 <sup>nd</sup> 2023	1. Cheek in 2. Sign the practical work contract	Mess Tanoto Fundation
2	Friday, January 13 <sup>rd</sup> 2023	1. Safety Induction	Campus Induction
3	Saturday, January 14 <sup>th</sup> 2023	Off	-
4	Sunday, January 15 <sup>th</sup> 2023	Off	-
5	Monday, January 16 <sup>th</sup> 2023	1. Placement and understanding of Legal department 2. Grouping the minutes of the handover of funds and the total land area	Legal Depatement, Corporate Office
6	Tuesday, January 17 <sup>th</sup> 2023	1. Archiving minutes of land technical considerations in issuing location permits 2. Archive a letter of approval for the fulfillment of the location permit commitment	Legal Depatement, Corporate Office
7	Wednesday, January 18 <sup>th</sup> 2023	1. Scan the cooperation contract 2. Scan the certificate of handing over the purchase of land	Legal Depatement, Corporate Office
8	Thursday, January 19 <sup>th</sup> 2023	1. Calculate the total area of land 2. Matching the total area with the certificate of handover and the overall land plan 3. Contract scan	Legal Depatement, Corporate Office
9	Friday, January 20 <sup>th</sup> 2023	1. Recapitulate overall SKGR data (certificate of compensation) and minutes of handover of funds 2. Calculate the total area of the whole land size	Legal Depatement, Corporate Office
10	Saturday, January 21 <sup>st</sup> 2023	Day off	-
11	Sunday, January 22 <sup>nd</sup> 2023	Off	-

Source: Processed Data 2023

Agenda of activities or work that has been done by the author during the implementation of practical work at PT. Riau Andalan Pulp and Paper in the legal department from 23 January 2023 to 29 January 2023 can be seen in the table below:

**Table 3.3 Daily Activities of January 23<sup>th</sup>, 2023 to January 29<sup>th</sup>, 2023**

No.	Date and Time	Activities	Place
1	Monday,	1. Recap data and contracts for taking loan	Legal Depatement,

	January 23 <sup>rd</sup> 2023	guarantees	Corporate Office
2	Tuesday, January 24 <sup>th</sup> 2023	1. Recap data and contracts for taking loan guarantees 2. Recap data on the legal document application form	Legal Depatement, Corporate Office
3	Wednesday, January 25 <sup>th</sup> 2023	1. Recap data and contracts for taking loan guarantees 2. Recap data on the legal document application form	Legal Depatement, Corporate Office
4	Thursday, January 26 <sup>th</sup> 2023	1. Recap data on the legal document application form 2. Data archives and loan guarantee contracts 3. Data archive of the legal document application form	Legal Depatement, Corporate Office
5	Friday, January 27 <sup>th</sup> 2023	1. Grouping and archiving power of attorney data, land and building tax notification letters, as well as approval letters from the board of commissioners 2. Learning about transferring the name of a land certificate from a property right to a building use right	Legal Depatement, Corporate Office
6	Saturday, January 28 <sup>th</sup> 2023	1. Recapitulate land technical consideration documents in issuing land use change permits	Legal Depatement, Corporate Office
7	Sunday, January 29 <sup>th</sup> 2023	Off	-

Source: *Processed Data 2023*

As for the schedule of activities carried out by the author while carrying out practical work at PT. Riau Andalan Pulp and Paper in the legal department from 30 January 2023 to 05 February 2023 can be seen below:

**Table 3.4 Daily Activities of January 30<sup>th</sup>, 2023 to february 5<sup>th</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, January 30 <sup>th</sup> 2023	1. Recapitulate land technical consideration documents in issuing land use change permits 2. Classification of certificates of land registration according to the area of land parcels on the land map	Legal Depatement, Corporate Office
2	Tuesday, January 31 <sup>st</sup> 2023	1. Recapitulate data and document certificates of compensation	Legal Depatement, Corporate Office
3	Wednesday, February 1 <sup>st</sup> 2023	1. Recapitulation of payment receipt data for the purchase of land in Futong 2. Recapitulate certificates of compensation for land losses in Futong, transportation costs, and management allowances	Legal Depatement, Corporate Office

4	Thursday, February 2 <sup>nd</sup> 2023	1. Archiving documents for the management and purchase of land in Futong 2. Recapitulation of ship certificate documents	Legal Depatement, Corporate Office
5	Friday, February 3 <sup>rd</sup> 2023	1. Recapitulation of ship certificate documents	Legal Depatement, Corporate Office
6	Saturday, February 4 <sup>th</sup> 2023	Day off	-
7	Sunday, February 5 <sup>th</sup> 2023	Off	-

Source: Processed Data 2023

The following are practical work activities carried out from 6 February 2023 to 12 February 2023 at PT. Riau Andalan Pulp and Paper in the legal department.

**Table 3.5 Daily Activities of February 6<sup>th</sup>, 2023 to February 12<sup>nd</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, February 6 <sup>th</sup> 2023	1. Archiving ship certificate documents 2. Scan of the timber sale and purchase agreement document	Legal Depatement, Corporate Office
2	Tuesday, February 7 <sup>th</sup> 2023	1. Archiving ship certificate documents 2. Scan of the rental contract document	Legal Depatement, Corporate Office
3	Wednesday, February 8 <sup>th</sup> 2023	1. Recapitulate land technical consideration documents in issuing land use change permits	Legal Depatement, Corporate Office
4	Thursday, February 9 <sup>th</sup> 2023	1. Archiving land technical consideration documents in issuing land use change permits	Legal Depatement, Corporate Office
5	Friday, February 10 <sup>th</sup> 2023	1. Archiving land technical consideration documents in issuing land use change permits 2. Scan of land sale and purchase contract documents	Legal Depatement, Corporate Office
6	Saturday, February 11 <sup>st</sup> 2023	1. Scan of the land sale and purchase contract document 2. Scan of the rental contract document	Legal Depatement, Corporate Office
7	Sunday, February 12 <sup>nd</sup> 2023	Off	-

Source: Processed Data 2023

Agenda of activities or work that has been done by the author during the implementation of practical work at PT. Riau Andalan Pulp and Paper in the legal department from 13 February 2023 to 19 February 2023 can be seen in the table below:

**Table 3.6 Daily Activities of February 13<sup>rd</sup>, 2023 to February 19<sup>th</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, February 13 <sup>rd</sup> 2023	1. Photocopies of documents for compensation certificates 2. Scan the rental contract document	Legal Depatement, Corporate Office
2	Tuesday, February 14 <sup>rd</sup> 2023	1. Scan of land claim settlement documents, agreement letters and non-dispute statement letters	Legal Depatement, Corporate Office
3	Wednesday, February 15 <sup>th</sup> 2023	1. Scan of cooperation agreement documents for buying and selling timber, services	Legal Depatement, Corporate Office
4	Thursday, February 16 <sup>th</sup> 2023	1. Scan the ship certificate document 2. Match the pictures with the activity documents listed	Legal Depatement, Corporate Office
5	Friday, February 17 <sup>th</sup> 2023	1. Scan the BPKB document 2. Input BPKB document data	Legal Depatement, Corporate Office
6	Saturday, February 18 <sup>th</sup> 2023	Day off	-
7	Sunday, February 19 <sup>th</sup> 2023	Off	-

Source: *Processed Data 2023*

As for the schedule of activities carried out by the author while carrying out practical work at PT. Riau Andalan Pulp and Paper at the legal department from 20 February 2023 to 26 February 2023 can be seen below:

**Table 3.7 Daily Activities of February 20<sup>th</sup>, 2023 to February 26<sup>th</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, February 20 <sup>th</sup> 2023	1. Checking the data on the request for retrieval of the BPKB and the handover documents of the BPKB	Legal Depatement, Corporate Office
2	Tuesday, February 21 <sup>st</sup> 2023	Sick	-
3	Wednesday, February 22 <sup>nd</sup> 2023	1. Scan of the timber sale and purchase cooperation agreement document	Legal Depatement, Corporate Office
4	Thursday, February 23 <sup>rd</sup> 2023	1. Scan of the certificate of compensation for losses 2. Archiving documents of commitment, wages, compensation	Legal Depatement, Corporate Office
5	Friday, February 24 <sup>th</sup> 2023	1. Recapitulation of minutes of documents for handing over gifts, compensation	Legal Depatement, Corporate Office
6	Saturday, February 25 <sup>th</sup> 2023	1. Recapitulation of minutes of documents for handing over gifts, compensation	Legal Depatement, Corporate Office
7	Sunday, February 26 <sup>th</sup> 2023	Off	-

Source: *Processed Data 2023*

The following are practical work activities carried out from 27 February 2023 to 5 March 2023 at PT. Riau Andalan Pulp and Paper in the legal department.

**Table 3.8 Daily Activities of February 27<sup>th</sup>, 2023 to March 5<sup>th</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, February 27 <sup>th</sup> 2023	1. Archiving the minutes of handing over gifts, compensation 2. Filing documents of certificates of land and certificates of compensation.	Legal Depatement, Corporate Office
2	Tuesday, February 28 <sup>st</sup> 2023	1. Renaming the certificate of compensation document and ship certificate document.	Legal Depatement, Corporate Office
3	Wednesday, March 1 <sup>st</sup> 2023	1. Renaming ship certificate documents. 2. Scan of the land ownership certificate document.	Legal Depatement, Corporate Office
4	Thursday, March 2 <sup>nd</sup> 2023	1. Recapitulation of land compensation documents	Legal Depatement, Corporate Office
5	Friday, March 3 <sup>rd</sup> 2023	1. Visit to RGE Technology Center	RTC
6	Saturday, March 4 <sup>th</sup> 2023	Day off	-
7	Sunday, March 5 <sup>th</sup> 2023	Off	-

Source: Processed Data 2023

Agenda of activities or work that has been done by the author during the implementation of practical work at PT. Riau Andalan Pulp and Paper in the legal department from 6 March 2023 to 12 March 2023 can be seen in the table below:

**Table 3.9 Daily Activities of February 6<sup>th</sup>, 2023 to March 12<sup>nd</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, March 6 <sup>th</sup> 2023	1. Recapitulate supporting document data for airstrip use rights certificate.	Legal Depatement, Corporate Office
2	Tuesday, March 7 <sup>st</sup> 2023	1. Recapitulate supporting document data for the airstrip right to use certificate	Legal Depatement, Corporate Office
3	Wednesday, March 8 <sup>th</sup> 2023	1. Recapitulate a certificate of land ownership/control history	Legal Depatement, Corporate Office
4	Thursday, March 9 <sup>th</sup> 2023	1. Recapitulate a certificate of land ownership/control history	Legal Depatement, Corporate Office
5	Friday, March 10 <sup>th</sup> 2023	1. Scan of the compensation certificate document 2. Recapitulation of compensation documents	Legal Depatement, Corporate Office
6	Saturday, March 11 <sup>st</sup> 2023	1. Archiving documents supporting data on airstrip use rights certificates	Legal Depatement, Corporate Office
7	Sunday, March 12 <sup>nd</sup> 2023	Off	-

Source: Processed Data 2023

As for the schedule of activities carried out by the author while carrying out practical work at PT. Riau Andalan Pulp and Paper in the legal department from March 13 2023 to March 19 2023 can be seen below:

**Table 3.10 Daily Activities of March 13<sup>rd</sup>, 2023 to March 19<sup>th</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, March 13 <sup>rd</sup> 2023	1. Examine legal archive documents	Legal Departement, Corporate Office
2	Tuesday, March 14 <sup>th</sup> 2023	1. Archiving case documents	Legal Departement, Corporate Office
3	Wednesday, March 15 <sup>th</sup> 2023	1. Put a stamp/stamp on the document that has been signed 2. Recapitulation of cooperation contract documents	Legal Departement, Corporate Office
4	Thursday, March 16 <sup>th</sup> 2023	1. Archiving case documents 2. Copy of notary documents (deed of sale and purchase of ships)	Legal Departement, Corporate Office
5	Friday, March 17 <sup>th</sup> 2023	1. Archiving case documents	Legal Departement, Corporate Office
6	Saturday, March 18 <sup>th</sup> 2023	Day off	-
7	Sunday, March 19 <sup>th</sup> 2023	Off	-

Source: *Processed Data 2023*

The following are practical work activities carried out from March 20 2023 to March 26 2023 at PT. Riau Andalan Pulp and Paper in the legal department.

**Table 3.11 Daily Activities of March 20<sup>th</sup>, 2023 to March26<sup>th</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, March 20 <sup>th</sup> 2023	1. Checking the total land area data list	Legal Departement, Corporate Office
2	Tuesday, March 21 <sup>st</sup> 2023	1. Checking vendor document data to be destroyed.	Legal Departement, Corporate Office
3	Wednesday, March 22 <sup>nd</sup> 2023	Public holiday	-
4	Thursday, March 23 <sup>rd</sup> 2023	Izin	-
5	Friday, March 24 <sup>th</sup> 2023	Izin	-
6	Saturday, March 25 <sup>th</sup> 2023	1. Checking vendor document data to be destroyed.	Legal Departement, Corporate Office
7	Sunday, March 26 <sup>th</sup> 2023	Off	-

Source: *Processed Data 2023*



Agenda of activities or work that has been done by the author during the implementation of practical work at PT. Riau Andalan Pulp and Paper in the legal department from 27 March 2023 to 2 April 2023 can be seen in the table below:

**Table 3.12 Daily Activities of March 27<sup>th</sup>, 2023 to April 2<sup>nd</sup>, 2023**

No.	Date and Time	Activities	Place
1	Monday, March 27 <sup>th</sup> 2023	1. Recapitulate the BPKB retrieval application documents and BPKB handover documents	Legal Depatement, Corporate Office
2	Tuesday, March 28 <sup>th</sup> 2023	1. Scan the cooperation contract document 2. Copy of compensation certificate	Legal Depatement, Corporate Office
3	Wednesday, March 29 <sup>th</sup> 2023	1. Scan of the rental agreement document.	Legal Depatement, Corporate Office
4	Thursday, March 30 <sup>th</sup> 2023	1. Photocopy of a letter of compensation document. 2. Archiving documents of compensation certificates	Legal Depatement, Corporate Office
5	Friday, March 31 <sup>st</sup> 2023	1. Recapitulation of ship certificate documents	Legal Depatement, Corporate Office
6	Saturday, April 1 <sup>st</sup> 2023	Day off	-
7	Sunday, April 2 <sup>nd</sup> 2023	Off	-

Source: Processed Data 2023

As for the schedule of activities carried out by the author while carrying out practical work at PT. Riau Andalan Pulp and Paper in the legal department from March 13<sup>rd</sup>, 2023 to March 19<sup>th</sup>, 2023 can be seen below:

**Table 3.13 Daily Activities of April 3<sup>rd</sup>, 2023 to April 9<sup>th</sup>, 2023**

No.	Date and Time	Activities	Place
1	Monday, April 3 <sup>rd</sup> 2023	1. Archiving case documents. 2. Deleting personal data identity in document sheets.	Legal Depatement, Corporate Office
2	Tuesday, April 4 <sup>th</sup> 2023	1. Checking the legal document data to be destroyed	Legal Depatement, Corporate Office
3	Wednesday, April 5 <sup>th</sup> 2023	1. Checking the legal document data to be destroyed	Legal Depatement, Corporate Office
4	Thursday, April 6 <sup>th</sup> 2023	1. Recapitulate the ship certificate document data 2. Copy of ship certificate document	Legal Depatement, Corporate Office
5	Friday, April 7 <sup>th</sup> 2023	Public holiday	-
6	Saturday, April 8 <sup>th</sup> 2023	1. Copy of ship certificate document. 2. Archiving ship certificate documents.	Legal Depatement, Corporate Office
7	Sunday, April 9 <sup>th</sup> 2023	Off	-

Source: Processed Data 2023

The following are practical work activities carried out from April 10<sup>th</sup>, 2023 to April 16<sup>th</sup>, 2023 at PT. Riau Andalan Pulp and Paper in the legal department.

**Table 3.14 Daily Activities of March 10<sup>th</sup>, 2023 to March 16<sup>th</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, April 10 <sup>th</sup> 2023	1. Recapitulation of ship certificate documents	Legal Depatement, Corporate Office
2	Tuesday, April 11 <sup>st</sup> 2023	1. Photocopy of contract 2. Documents for taking loan guarantees. Archiving contract documents for taking loan guarantees	Legal Depatement, Corporate Office
3	Wednesday, April 12 <sup>nd</sup> 2023	1. Recap data on the legal document application form	Legal Depatement, Corporate Office
4	Thursday, April 13 <sup>rd</sup> 2023	1. Recapitulate data on the entire certificate of compensation 2. Archiving documents of compensation certificates.	Legal Depatement, Corporate Office
5	Friday, April 14 <sup>th</sup> 2023	1. Recapitulation of certificates for lift and transport aircraft operators.	Legal Depatement, Corporate Office
6	Saturday, April 15 <sup>th</sup> 2023	Day off	-
7	Sunday, April 16 <sup>th</sup> 2023	Off	-

Source: Processed Data 2023

Agenda of activities or work that has been done by the author during the implementation of practical work at PT. Riau Andalan Pulp and Paper in the legal department from 17 April 2023 to 23 April 2023 can be seen in the table below:

**Table 3.15 Daily Activities of April 17<sup>th</sup>, 2023 to April 23<sup>rd</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, April 17 <sup>th</sup> 2023	1. Recapitulation of certificates for lift and transport aircraft operators.	Legal Depatement, Corporate Office
2	Tuesday, April 18 <sup>th</sup> 2023	1. Recapitulation of certificates for lift and transport aircraft operators.	Legal Depatement, Corporate Office
3	Wednesday, April 19 <sup>th</sup> 2023	Day off	-
4	Thursday, April 20 <sup>th</sup> 2023	Day off	-
5	Friday, April 21 <sup>st</sup> 2023	Day off	-
6	Saturday, April 22 <sup>nd</sup> 2023	Day off	-
7	Sunday, April 23 <sup>rd</sup> 2023	Day off	-

Source: Processed Data 2023

As for the schedule of activities carried out by the author while carrying out practical work at PT. Riau Andalan Pulp and Paper at the legal department from 24 April 2023 to 30 April 2023 can be seen below:

**Table 3.16 Daily Activities of April 24<sup>th</sup>, 2023 to April 30<sup>th</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, April 24 <sup>th</sup> 2023	Day off	-
2	Tuesday, April 25 <sup>th</sup> 2023	Day off	-
3	Wednesday, April 26 <sup>th</sup> 2023	Day off	-
4	Thursday, April 27 <sup>th</sup> 2023	Day off	-
5	Friday, April 28 <sup>th</sup> 2023	Day off	-
6	Saturday, April 29 <sup>th</sup> 2023	Day off	-
7	Sunday, April 30 <sup>th</sup> 2023	Day off	-

Source: *Processed Data 2023*

The following are practical work activities carried out from April 1<sup>st</sup>, 2023 to May 7<sup>th</sup>, 2023 at PT. Riau Andalan Pulp and Paper in the legal department.

**Table 3.17 Daily Activities of May 1<sup>st</sup>, 2023 to May 7<sup>th</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, May 1 <sup>st</sup> 2023	Public holiday	-
2	Tuesday, April 2 <sup>nd</sup> 2023	1. Scan the BPKB document.	Legal Departement, Corporate Office
3	Wednesday, May 3 <sup>rd</sup> 2023	1. Recap BPKB documents.	Legal Departement, Corporate Office
4	Thursday, May 4 <sup>th</sup> 2023	1. Recapitulation of certificates for lift and transport aircraft operators.	Legal Departement, Corporate Office
5	Friday, May 5 <sup>th</sup> 2023	1. Make numbering for BPKB documents.	Legal Departement, Corporate Office
6	Saturday, May 6 <sup>th</sup> 2023	1. Recapitulation of certificates for lift and transport aircraft operators. 2. Archive document certificate for lift and lift operator.	Legal Departement, Corporate Office
7	Sunday, May 7 <sup>th</sup> 2023	Off	-

Source: *Processed Data 2023*

Agenda of activities or work that has been done by the author during the implementation of practical work at PT. Riau Andalan Pulp and Paper in the legal department from 8 May 2023 to 12 May 2023 can be seen in the table below:

**Table 3.18 Daily Activities of May 8<sup>th</sup>, 2023 to May 15<sup>th</sup>,2023**

No.	Date and Time	Activities	Place
1	Monday, April 8 <sup>th</sup> 2023	1. Recapitulation of certificates for lift and transport aircraft operators.	Legal Depatement, Corporate Office
2	Tuesday, April 9 <sup>th</sup> 2023	1. Recapitulation of certificates for lift and transport aircraft operators.	Legal Depatement, Corporate Office
3	Wednesday, April 10 <sup>th</sup> 2023	1. Checking the legal document data to be destroyed	Legal Depatement, Corporate Office
4	Thursday, April 11 <sup>th</sup> 2023	1. Recapitulate the ship certificate document data 2. Copy of ship certificate document	Legal Depatement, Corporate Office
5	Friday, April 12 <sup>st</sup> 2023	1. Photocopy of a letter of compensation document. 2. Archiving documents of compensation certificates	Legal Depatement, Corporate Office
6	Saturday, April 13 <sup>rd</sup> 2023	1. Archiving case documents 2. Copy of notary documents (deed of sale and purchase of ships)	Legal Depatement, Corporate Office
7	Sunday, April 14 <sup>th</sup> 2023	Off	-
8	Monday, April 15 <sup>th</sup> 2023	1. Scan the cooperation contract 2. Presentation	Legal Depatement, Corporate Office

*Source: Processed Data 2023*

### **3.5 Obstacle and Solutions**

#### **3.5.1 Obstacle**

The obstacle that the author got while doing the job training at PT. Riau Andalan Pulp and Paper are:

1. the author does not understand how to first use a scanner or copier to complete a particular job, because the author has never used this machine before.
2. the author does the work by using a computer that must use a username and password, and the lack of a computer available for use in making it easier to complete the work.
3. The author feels awkward in interacting with employees for fear of disturbing employees who are always focused and busy with their work.

### 3.5.2 Solutions

The solution for the obstacles that the author got while doing the job training, we hope that in the next period are:

1. To complete the work, the author asks for help from the supervisor to teach the use of photocopiers properly and correctly.
2. Before using a computer to complete work, the supervisor has provided a registered username and password to log into the computer.
3. The author tries to approach fellow employees to make it easier to interact properly and politely.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After being explained in the previous chapter, the writer draws Conclusion in several ways, namely as follows:

1. The author did practical work at PT. Riau Andalan Pulp and Paper which is a subsidiary of Asia Pacific Resources International Holdings Ltd which is a member of the Royal Golden Eagle (RGE) Group which was founded by Mr. Sukanto Tanoto. PT. Riau Andalan Pulp and Paper based in Jakarta in 1992, with a factory location in Riau Province to be precise in Pangkalan Kerinci, Pelalawan Regency.
2. Practical work carried out for four months starting from January 12 2023 to May 15 2023, the author is placed in the legal department of the corporate office of PT. Riau Andalan Pulp and Paper.
3. The author is given the responsibility to assist the work of the legal custodian/adm in the legal department, such as helping to scan legal documents, helping to copy documents, recording and inputting legal documents, archiving documents, renaming scanned document files, grouping documents by type and document number, calculating the total total land area, as well as examining the application documents. The documents used in assisting the work process are cooperation contracts, leasing contracts, ship certificates and lift-and-carrying aircraft certificates, vehicle owner books, land maps, certificates of compensation, land certificates, certificates of property rights and building use rights, as well as receipts for completing the purchase of land.

#### **4.2 Suggestion**

The author provides several suggestions to various parties, namely the author himself, students who will do practical work in the next semester, companies and Bengkalis State Polytechnic.

1. Author

Suggestions for authors to be more detailed, thorough and focused on work. Make it a habit to read before acting, think realistically and rationally, and carry out tasks according to the instructions or directions of the employee concerned.

2. Student

The author also provides suggestions that might be useful for students who will do practical work in the following semester, for example, prioritizing occupational safety and health protection, making the best use of time, working according to their abilities and prioritizing work safety. Take the initiative to evaluate the system and procedures for implementing apprenticeships. Lastly, the most important thing is to do your best during this practical work, because this opportunity only comes once. Good performance in the implementation of practical work also has a positive influence, especially for students, campuses and companies.

3. Company

After completing practical work at PT Riau Andala Pulp And Paper, There are several suggestions for a better company, namely if the company outsources high responsibility, high risk assignments to practical students to mentor, and teach well. Pay more attention to the placement of apprentice students according to the education being pursued. then, pay more attention to students who do practical work so that they are included in several company activities that can be used as a place of study.

4. State Polytechnic of Bengkalis

The implementation of this internship can be used as a performance evaluation and provides material for students to complete practicum assignments before practical work depending on the courses or topics related to systems and processes in companies where external work is carried out. Assist in determining the learning curriculum on campus that is adapted to employment.

## REFERENCES

Politeknik Negeri Bengkalis., <http://polbeng.ac.id/>., accessed on March 26<sup>th</sup>, 2023.

PT. Riau Andalan Pulp and Paper Profile., <https://www.aprilasia.com/id/> accessed on April 14<sup>th</sup>, 2023.

Royal Golden Eagle., <https://www.rgei.com/id/>., accessed on May 6<sup>th</sup>, 2023.



## Appendix 1. Apprenticeship application letter



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](mailto:polbeng@polbeng.ac.id)

Nomor : 5625/PL31/TU/2022

05 Desember 2022

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Riau Andalan Pulp & Paper Tbk  
di  
Pelalawan

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk Mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan Mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di Perusahaan yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan Februari – Juli 2023, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Zahara	5404191191	D4 Administrasi Bisnis Internasional
2	M. Ridho Haslam	5404191242	D4 Administrasi Bisnis Internasional
3	Muhammad Nuriansyah	5404191201	D4 Administrasi Bisnis Internasional
4	Reza Syafitri	5404191216	D4 Administrasi Bisnis Internasional
5	Anindhia Pratiwi	5404191232	D4 Administrasi Bisnis Internasional
6	Linda Wati	5404191251	D4 Administrasi Bisnis Internasional
7	Nurul Nabillah	5404191245	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.


An. Direktur,  
Wakil Direktur I  
  
Aninda, ST., MT  
NIP 197906172014041001

Contact Person:

Adrian Irnanda Pratama, S.Sos., M.BA (082384323018)

## Appendix 2. Apprenticeship acceptance letter

**Internal**



**PT Riau Andalan Pulp and Paper**  
Jakarta Office  
Jalan Teluk Betung No. 31  
Jakarta 10230, Indonesia  
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:  
Jalan Lintas Timur, Pangkalan Kerinci  
Kabupaten Petalawan  
Riau 28300, Indonesia  
Tel. : +62 761 491 000 Fax. : +62 761 491 846

www.aprilasia.com  
www.paperone.com

omor : /XII/CR/KP/RAPP/2022  
Lamp :-  
Hal : **Izin Job Training/ Kerja Praktek**

Kepada Yth,  
**Direktur Politeknik Negeri Bengkalis**

Dengan hormat,  
Sehubungan dengan surat permohonan izin peraktek pada PT RAPP, untuk Mahasiswa/ Pelajar sebagai berikut:


NO	Nama	NIP	Jurusan
1	Zahara		D4/ Adm Bis Internasional
2	M Ridho Haslam		D4/ Adm Bis Internasional
3	Muhammad Nurliansyah		D4/ Adm Bis Internasional
4	Reza Syafitri		D4/ Adm Bis Internasional
5	Anindhia Pratiwi		D4/ Adm Bis Internasional
6	Linda Wati		D4/ Adm Bis Internasional
7	Nurul Nabillah		D4/ Adm Bis Internasional


Dengan ini disampaikan bahwa kami dapat menerima mahasiswa/Pelajar tersebut untuk melakukan kerja praktik di PT RAPP periode **Januari-Maret 2023**. Kepada yang bersangkutan harus mengikuti **safety induction terlebih dahulu**. Kepada peserta KP harap memperhatikan:

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Mengikuti Protokol yang berlaku, apabila kedapatan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan
- Bagi yang ditempatkan di Mill dan daerah operasional yang mewajibkan APD, agar **membawa masing masing**.

Note: Kepada Peserta KP agar ke Kantor SHR (Rukan No. 6) pada Senin (9 Januari 2023) Pukul 09.00 WIB dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).  
Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, 20 Desember 2022

  
**Tengku Kespandiar, ST., MM**  
**Campus Relation Manager**



### Appendix 3. List present of the apprenticeship

#### LIST PRESENT OF THE APPRENTICESHIP PT. RIAU ANDALAN PULP AND PAPER

Name : Nurul Nabilah  
NIM : 5404191245  
Department : Legal

No.	Date	In	Out	Signature
1	Monday, January 16 <sup>th</sup> , 2023	08.00	17.00	
2	Tuesday, January 17 <sup>th</sup> , 2023	08.00	17.00	
3	Wednesday, January 18 <sup>th</sup> , 2023	08.00	17.00	
4	Thursday, January 19 <sup>th</sup> , 2023	08.00	17.00	
5	Friday, January 20 <sup>th</sup> , 2023	08.00	17.00	
6	Saturday, January 21 <sup>st</sup> , 2023	Day off		
7	Sunday, January 22 <sup>nd</sup> , 2023	Holiday		
8	Monday, January 23 <sup>rd</sup> , 2023	08.00	17.00	
9	Tuesday, January 24 <sup>th</sup> , 2023	08.00	17.00	
10	Wednesday, January 25 <sup>th</sup> , 2023	08.00	17.00	
11	Thursday, January 26 <sup>th</sup> , 2023	08.00	17.00	
12	Friday, January 27 <sup>th</sup> , 2023	08.00	17.00	
13	Saturday, January 28 <sup>th</sup> , 2023	08.00	12.00	
14	Sunday, January 29 <sup>th</sup> , 2023	Holiday		
15	Monday, January 30 <sup>th</sup> , 2023	08.00	17.00	
16	Tuesday, January 31 <sup>st</sup> , 2023	08.00	17.00	
17	Wednesday, February 01 <sup>st</sup> , 2023	08.00	17.00	
18	Thursday, February 02 <sup>nd</sup> , 2023	08.00	17.00	
19	Friday, February 03 <sup>rd</sup> , 2023	08.00	17.00	
20	Saturday, February 04 <sup>th</sup> , 2023	Day off		
21	Sunday, February 05 <sup>th</sup> , 2023	Holiday		
22	Monday, February 06 <sup>th</sup> , 2023	08.00	17.00	
23	Tuesday, February 07 <sup>th</sup> , 2023	08.00	17.00	
24	Wednesday, February 08 <sup>th</sup> , 2023	08.00	17.00	
25	Thursday, February 09 <sup>th</sup> , 2023	08.00	17.00	
26	Friday, February 10 <sup>th</sup> , 2023	08.00	17.00	

27	Saturday, February 11 <sup>st</sup> , 2023	08.00	12.00	
28	Sunday, February 12 <sup>nd</sup> , 2023	Holiday		
29	Monday, February 13 <sup>rd</sup> , 2023	08.00	17.00	
30	Tuesday, February 14 <sup>th</sup> , 2023	08.00	17.00	
31	Wednesday, February 15 <sup>th</sup> , 2023	08.00	17.00	
32	Thursday, February 16 <sup>th</sup> , 2023	08.00	17.00	
33	Friday, February 17 <sup>th</sup> , 2023	08.00	17.00	
34	Saturday, February 18 <sup>th</sup> , 2023	Public Holiday		
35	Sunday, February 19 <sup>th</sup> , 2023	Holiday		
36	Monday, February 20 <sup>th</sup> , 2023	08.00	17.00	
37	Tuesday, February 21 <sup>st</sup> , 2023	Sick		
38	Wednesday, February 22 <sup>nd</sup> , 2023	08.00	17.00	
39	Thursday, February 23 <sup>rd</sup> , 2023	08.00	17.00	
40	Friday, February 24 <sup>th</sup> , 2023	08.00	17.00	
41	Saturday, February 25 <sup>th</sup> , 2023	08.00	12.00	
42	Sunday, February 26 <sup>th</sup> , 2023	Holiday		
43	Monday, February 27 <sup>th</sup> , 2023	08.00	17.00	
44	Tuesday, February 28 <sup>th</sup> , 2023	08.00	17.00	
45	Wednesday, March 01 <sup>st</sup> , 2023	08.00	17.00	
46	Thursday, March 02 <sup>nd</sup> , 2023	08.00	17.00	
47	Friday, March 03 <sup>rd</sup> , 2023	08.00	17.00	
48	Saturday, March 04 <sup>th</sup> , 2023	Day off		
49	Sunday, March 05 <sup>th</sup> , 2023	Holiday		
50	Monday, March 06 <sup>th</sup> , 2023	08.00	17.00	
51	Tuesday, March 07 <sup>th</sup> , 2023	08.00	17.00	
52	Wednesday, March 08 <sup>th</sup> , 2023	08.00	17.00	
53	Thursday, March 09 <sup>th</sup> , 2023	08.00	17.00	
54	Friday, March 10 <sup>th</sup> , 2023	08.00	17.00	
55	Saturday, March 11 <sup>st</sup> , 2023	08.00	12.00	
56	Sunday, March 12 <sup>nd</sup> , 2023	Holiday		
57	Monday, March 13 <sup>rd</sup> , 2023	08.00	17.00	
58	Tuesday, March 14 <sup>th</sup> , 2023	08.00	17.00	
59	Wednesday, March 15 <sup>th</sup> , 2023	08.00	17.00	



60	Thursday, March 16 <sup>th</sup> , 2023	08.00	17.00	
61	Friday, March 17 <sup>th</sup> , 2023	08.00	17.00	
62	Saturday, March 18 <sup>th</sup> , 2023	Day off		
63	Sunday, March 19 <sup>th</sup> , 2023	Holiday		
64	Monday, March 20 <sup>th</sup> , 2023	08.00	17.00	
65	Tuesday, March 21 <sup>st</sup> , 2023	08.00	17.00	
66	Wednesday, March 22 <sup>nd</sup> , 2023	Public Holiday		
67	Thursday, March 23 <sup>rd</sup> , 2023	Permission		
68	Friday, March 24 <sup>th</sup> , 2023	Permission		
69	Saturday, March 25 <sup>th</sup> , 2023	08.00	12.00	
70	Sunday, March 26 <sup>th</sup> , 2023	Holiday		
71	Monday, March 27 <sup>th</sup> , 2023	08.00	17.00	
72	Tuesday, March 28 <sup>th</sup> , 2023	08.00	17.00	
73	Wednesday, March 29 <sup>th</sup> , 2023	08.00	17.00	
74	Thursday, March 30 <sup>th</sup> , 2023	08.00	17.00	
75	Friday, March 31 <sup>st</sup> , 2023	08.00	17.00	
76	Saturday, April 01 <sup>st</sup> , 2023	Day off		
77	Sunday, April 02 <sup>nd</sup> , 2023	Holiday		
78	Monday, April 03 <sup>rd</sup> , 2023	08.00	17.00	
79	Tuesday, April 04 <sup>th</sup> , 2023	08.00	17.00	
80	Wednesday, April 05 <sup>th</sup> , 2023	08.00	17.00	
81	Thursday, April 06 <sup>th</sup> , 2023	08.00	17.00	
82	Friday, April 07 <sup>th</sup> , 2023	08.00	17.00	
83	Saturday, April 08 <sup>th</sup> , 2023	08.00	12.00	
84	Sunday, April 09 <sup>th</sup> , 2023	Holiday		
85	Monday, April 10 <sup>th</sup> , 2023	08.00	17.00	
86	Tuesday, April 11 <sup>st</sup> , 2023	08.00	17.00	
87	Wednesday, April 12 <sup>nd</sup> , 2023	08.00	17.00	
88	Thursday, April 13 <sup>rd</sup> , 2023	08.00	17.00	
89	Friday, April 14 <sup>th</sup> , 2023	08.00	17.00	
90	Saturday, April 15 <sup>th</sup> , 2023	Day off		
91	Sunday, April 16 <sup>th</sup> , 2023	Holiday		
92	Monday, April 17 <sup>th</sup> , 2023	08.00	17.00	

93	Tuesday, April 18 <sup>th</sup> , 2023	08.00	17.00	
94	Wednesday, April 19 <sup>th</sup> , 2023	Day off		
95	Thursday, April 20 <sup>th</sup> , 2023	Day off		
96	Friday, April 21 <sup>st</sup> , 2023	Day off		
97	Saturday, April 22 <sup>nd</sup> , 2023	Day off		
98	Sunday, April 23 <sup>rd</sup> , 2023	Day off		
99	Monday, April 24 <sup>th</sup> , 2023	Day off		
100	Tuesday, April 25 <sup>th</sup> , 2023	Day off		
101	Wednesday, April 26 <sup>th</sup> , 2023	Day off		
102	Thursday, April 27 <sup>th</sup> , 2023	Day off		
103	Friday, April 28 <sup>th</sup> , 2023	Day off		
104	Saturday, April 29 <sup>th</sup> , 2023	Day off		
105	Sunday, April 30 <sup>th</sup> , 2023	Holiday		
106	Monday, May 01 <sup>st</sup> , 2023	Public Holiday		
107	Tuesday, May 02 <sup>nd</sup> , 2023	08.00	17.00	
108	Wednesday, May 03 <sup>rd</sup> , 2023	08.00	17.00	
109	Thursday, May 04 <sup>th</sup> , 2023	08.00	17.00	
110	Friday, May 05 <sup>th</sup> , 2023	08.00	17.00	
111	Saturday, May 06 <sup>th</sup> , 2023	08.00	12.00	
112	Sunday, May 07 <sup>th</sup> , 2023	Holiday		
113	Monday, May 08 <sup>th</sup> , 2023	08.00	17.00	
114	Tuesday, May 09 <sup>th</sup> , 2023	08.00	17.00	
115	Wednesday, May 10 <sup>th</sup> , 2023	08.00	17.00	
116	Thursday, May 11 <sup>st</sup> , 2023	08.00	17.00	
117	Friday, May 12 <sup>nd</sup> , 2023	08.00	17.00	

Pangkalan Kerinci, May 12<sup>nd</sup>, 2023

Mentor



**Imelda Wing**  
Legal Custodian/Adm

## Appendix 4. Evaluation result

### EVALUATION RESULT FROM APPRENTICEHESHIP COMPANY APPRASIAL

PT. Riau Andalan Pulp and Paper (PT. RAPP)  
 Legal Department  
 Townsite 1 PT. RAPP, Pangkalan Kerinci, Riau-Indonesia

Name : Nurul Nabilah  
 NIM : 5404191245  
 Study Program : International Business Administration  
 Collage : State Polytechnic of Bengkalis

No.	Assesment Aspect	Precentage	Score
1.	Discipline	20%	100
2.	Responsibility	25%	90
3.	Adjusment/Adaptation	10%	90
4.	Work Result	30%	100
5.	Behavior in General	15%	100
	Total (1+2+3+4+5)	100%	480

Score: 96

Explanation:


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

Note:

Untuk Tambahan Balik Agar di tingkatkan.

Pangkalan Kerinci, May 12<sup>nd</sup>, 2023

Mentor

  
**Imelda Wing**  
 Legal Custodian/Adm

Appendix 5. Apprenticeship certificate





**Appendix 6. Photo with legal department employees of PT. RAPP**



## Appendix 7. Daily activities

### DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday - Friday

Date : January 12<sup>nd</sup> to January 13<sup>rd</sup>, 2023





Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
12 <sup>nd</sup>	Cheek in	Tengku Kespondiar	
	Practical work contract signature		
13 <sup>rd</sup>	Safety Induction	Rusdianto	
	<b>Notes by industrial Coach</b>		




No.	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> <li>1. The first day arrived at Pangkalan Kerinci at Mess Tanoto Foundation, Townsite II Baru Komplek PT. Riau Andalan Pulp and Paper.</li> <li>2. Sign a practical work contract which contains a contract agreement regarding what regulations must be obeyed and what facilities can be used or obtained from the company for students doing practical work.</li> <li>3. The direction given by PT. Riau Andalan Pulp and Paper for students who do practical work and assistant training on work safety related to potential hazards, hazard control, personal protective equipment that must be used when doing work, as well as rescue procedures in the event of an accident.</li> </ol>

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Friday

Date : January 16<sup>th</sup> to January 20<sup>th</sup>, 2023

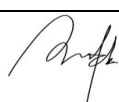






Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
16 <sup>th</sup>	Grouping of documents on the minutes of handover of funds and land area	Imelda Wing	
	Archiving documents of the minutes of the handover of funds		
17 <sup>th</sup>	Archiving minutes of land technical considerations in issuing location permits	Imelda Wing	
	Archive a letter of approval for the fulfillment of the location permit commitment		
18 <sup>th</sup>	Scan the cooperation contract	Rimdaniyati Sinaga	
	Scan the certificate of handing over the purchase of land		
19 <sup>th</sup>	Calculate the total area of land	Imelda Wing	
	Matching the total area with the certificate of handover and the overall land plan		
	Contract scan		
20 <sup>th</sup>	Recapitulate overall SKGR data (certificate of compensation) and minutes of handover of funds	Imelda Wing	
	Calculate the total area of the whole land size		
	<b>Notes by Industrial Coach</b>		



No.	WORKING	EXPLANATION
1.		<p>The author categorizes the documents for the minutes of handover of funds and land area according to the numbering on the document. Then archive the document that has been completed into a keeper document file sheet for archiving and make a file name and document list number on the document so that it is easy to save.</p>
2.		<p>The author archives documents of minutes of land technical considerations in issuing location permits as well as documents of approval for fulfillment of location permit commitments, which are archived into keeper document file sheets and sorted according to document number and given a name on the document.</p>
3.		<p>The author scans cooperation contract documents and certificates of handing over land purchases using a scanner to make it easier to work from documents in the form of hardfiles to softfiles therefore that they are easy to use.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : January 23<sup>rd</sup> to January 28<sup>th</sup>, 2023





Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
23 <sup>rd</sup>	Recap data and contracts for taking loan guarantees	Imelda Wing	
24 <sup>th</sup>	Recap data and contracts for taking loan guarantees	Imelda Wing	
	Recap data on the legal document application form		
25 <sup>th</sup>	Recap data and contracts for taking loan guarantees	Imelda Wing	
	Recap data on the legal document application form		
26 <sup>th</sup>	Recap data on the legal document application form	Imelda Wing	
	Data archives and loan guarantee contracts		
	Data archive of the legal document application form		
27 <sup>th</sup>	Grouping and archiving power of attorney data, land and building tax notification letters, as well as approval letters from the board of commissioners	Imelda Wing	
	Learning about transferring the name of a land certificate from a property right to a building use right	Imelda Wing	
28 <sup>th</sup>	Recapitulate land technical consideration documents in issuing land use change permits	Imelda Wing	
	<b>Notes by Industrial Coach</b>		



No.	WORKING	EXPLANATION
1.		<p>The author recapitulates all document data of statements of compensation and minutes of handover of funds using Microsoft Excel. Then calculate the total amount of land area.</p>
2.		<p>The author archives documents of minutes of land technical considerations in issuing location permits as well as documents of approval for fulfillment of location permit commitments, which are archived into keeper document file sheets and sorted according to document number and given a name on the document.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : January 30<sup>th</sup> to February 3<sup>rd</sup>, 2023

<b>Date</b>	<b>DESCRIPTION OF ACTIVITIES</b>	<b>TASK ASSIGNOR</b>	<b>SIGNATURE</b>
30 <sup>th</sup>	Recapitulate land technical consideration documents in issuing land use change permits	Rimdaniyati Sinaga	
	Classification of certificates of land registration according to the area of land parcels on the land map		
31 <sup>st</sup>	Recapitulate data and document certificates of compensation	Imelda Wing	
1 <sup>st</sup>	Recapitulation of payment receipt data for the purchase of land in Futong	Imelda Wing	
	Recapitulate certificates of compensation for land losses in Futong, transportation costs, and management allowances		
2 <sup>nd</sup>	Archiving documents for the management and purchase of land in Futong	Imelda Wing	
	Recapitulation of ship certificate documents		
3 <sup>rd</sup>	Recapitulation of ship certificate documents	Imelda Wing	
	<b>Notes by Industrial Coach</b>		




No.	WORKING	EXPLANATION
1.		<p>The author recapitulates all document data of statements of compensation and minutes of handover of funds using Microsoft Excel. Then calculate the total amount of land area.</p>
		<p>The author archives documents of minutes of land technical considerations in issuing location permits as well as documents of approval for fulfillment of location permit commitments, which are archived into keeper document file sheets and sorted according to document number and given a name on the document.</p>





## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : February 6<sup>th</sup> to February 11<sup>st</sup>, 2023


<b>Date</b>	<b>DESCRIPTION OF ACTIVITIES</b>	<b>TASK ASSIGNOR</b>	<b>SIGNATURE</b>
6 <sup>th</sup>	Archiving ship certificate documents	Rimdaniyati Sinaga	
	Scan of the timber sale and purchase agreement document		
7 <sup>th</sup>	Archiving ship certificate documents	Rimdaniyati Sinaga	
	Scan of the rental contract document		
8 <sup>th</sup>	Recapitulate land technical consideration documents in issuing land use change permits	Imelda Wing	
9 <sup>th</sup>	Archiving land technical consideration documents in issuing land use change permits	Imelda Wing	
10 <sup>th</sup>	Archiving land technical consideration documents in issuing land use change permits	Imelda Wing	
	Scan of land sale and purchase contract documents		
11 <sup>th</sup>	Scan of the land sale and purchase contract document	Rimdaniyati Sinaga	
	Scan of the rental contract document		


No.	WORKING	EXPLANATION
1.		<p>The author archives documents of minutes of land technical considerations in issuing location permits as well as documents of approval for fulfillment of location permit commitments, which are archived into keeper document file sheets and sorted according to document number and given a name on the document.</p>
2.		<p>The author scans cooperation contract documents and certificates of handing over land purchases using a scanner to make it easier to work from documents in the form of hardfiles to softfiles therefore that they are easy to use.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : February 13<sup>rd</sup> to February 17<sup>th</sup>, 2023



Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
13 <sup>rd</sup>	Photocopies of documents for compensation certificates	Rimdaniyati Sinaga	
	Scan the rental contact document		
14 <sup>th</sup>	Scan of land claim settlement documents, agreement letters and non-dispute statement letters	Rimdaniyati Sinaga	
15 <sup>th</sup>	Scan of cooperation agreement documents for buying and selling timber, services	Rimdaniyati Sinaga	
16 <sup>th</sup>	Scan the ship certificate document	Imelda Wing	
	Match the pictures with the activity documents listed		
17 <sup>th</sup>	Scan the BPKB document	Rimdaniyati Sinaga	
	Input BPKB document data		


No.	WORKING	EXPLANATION
1.		The author scans cooperation contract documents and certificates of handing over land purchases and other document using a scanner to make it easier to work from documents in the form of hardfiles to softfiles therefore that they are easy to use.

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : February 20<sup>th</sup> to February 25<sup>th</sup>, 2023




Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
20 <sup>th</sup>	Checking the data on the request for retrieval of the BPKB and the handover documents of the BPKB	Rimdaniyati Sinaga	
21 <sup>st</sup>	Sick	-	-
22 <sup>nd</sup>	Scan of the timber sale and purchase cooperation agreement document	Rimdaniyati Sinaga	
23 <sup>th</sup>	Scan of the certificate of compensation for losses	Imelda Wing	
	Archiving documents of commitment, wages, compensation		
24 <sup>th</sup>	Recapitulation of minutes of documents for handing over gifts, compensation	Imelda Wing	
25 <sup>th</sup>	Input BPKB document data	Rimdaniyati Sinaga	



No.	WORKING	EXPLANATION
1.		The author recapitulates all document data of statements of compensation and minutes of handover of funds using Microsoft Excel. Then calculate the total amount of land area.

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : February 27<sup>th</sup> to March 3<sup>rd</sup>, 2023


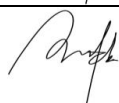
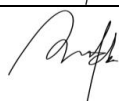
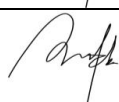

Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
27 <sup>th</sup>	Archiving the minutes of handing over gifts, compensation	Imelda Wing	
	Filing documents of certificates of land and certificates of compensation.		
28 <sup>st</sup>	Renaming the certificate of compensation document and ship certificate document	Imelda Wing	
1 <sup>st</sup>	Renaming ship certificate documents.	Rimdaniyati Sinaga	
	Scan of the land ownership certificate document.		
2 <sup>nd</sup>	Recapitulation of land compensation documents	Imelda Wing	
3 <sup>rd</sup>	Visit to RGE Technology Center	Rimdaniyati Sinaga	


No.	WORKING	EXPLANATION
1.		
2.		

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : March 6<sup>th</sup> to March 11<sup>st</sup>, 2023


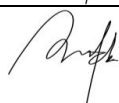

Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
6 <sup>th</sup>	Recapitulate supporting document data for airstrip use rights certificate.	Imelda Wing	
7 <sup>th</sup>	Recapitulate supporting document data for the airstrip right to use certificate	Imelda Wing	
8 <sup>th</sup>	Recapitulate a certificate of land ownership/control history	Imelda Wing	
9 <sup>th</sup>	Recapitulate a certificate of land ownership/control history	Imelda Wing	
10 <sup>th</sup>	Scan of the compensation certificate document	Rimdaniyati Sinaga	
	Recapitulation of compensation documents		
11 <sup>st</sup>	Archiving documents supporting data on airstrip use rights certificates	Imelda Wing	


No.	WORKING	EXPLANATION
1.		

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : March 13<sup>rd</sup> to March 17<sup>th</sup>, 2023


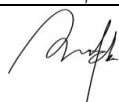
Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
13 <sup>rd</sup>	Examine legal archive documents	Imelda Wing	
14 <sup>th</sup>	Archiving case documents	Imelda Wing	
15 <sup>th</sup>	Put a stamp/stamp on the document that has been signed	Rimdaniyati Sinaga	
	Recapitulation of cooperation contract documents		
16 <sup>th</sup>	Archiving case documents	Imelda Wing	
	Copy of notary documents (deed of sale and purchase of ships)		
17 <sup>th</sup>	Archiving case documents	Rimdaniyati Sinaga	


No.	WORKING	EXPLANATION
1.		

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : March 20<sup>th</sup> to March 25<sup>th</sup>, 2023

Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
20 <sup>th</sup>	Checking the total land area data list	Imelda Wing	
21 <sup>st</sup>	Checking vendor document data to be destroyed.	Imelda Wing	
22 <sup>nd</sup>	Public Holiday	-	
23 <sup>rd</sup>	Permission	-	
24 <sup>th</sup>	Permission	-	
25 <sup>th</sup>	Checking vendor document data to be destroyed	Rimdaniyati Sinaga	




No.	WORKING	EXPLANATION
1.		




## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : March 27<sup>th</sup> to March 31<sup>st</sup>, 2023



Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
27 <sup>th</sup>	Recapitulate the BPKB retrieval application documents and BPKB handover documents	Imelda Wing	
21 <sup>st</sup>	Scan the cooperation contract document	Rimdaniyati Sinaga	
	Copy of compensation certificate		
22 <sup>nd</sup>	Scan of the rental agreement document	Rimdaniyati Sinaga	
23 <sup>rd</sup>	Photocopy of a letter of compensation document	Imelda Wing	
	Archiving documents of compensation certificates		
25 <sup>th</sup>	Recapitulation of ship certificate documents	Imelda Wing	


No.	WORKING	EXPLANATION
1.		<p>The author recapitulates all document data of statements of compensation and minutes of handover of funds using Microsoft Excel. Then calculate the total amount of land area.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : April 3<sup>rd</sup> to April 8<sup>th</sup>, 2023





Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
3 <sup>rd</sup>	Archiving case documents	Rimdaniyati Sinaga	
	Deleting personal data identity in document sheets		
4 <sup>th</sup>	Checking the legal document data to be destroyed	Rimdaniyati Sinaga	
5 <sup>th</sup>	Checking the legal document data to be destroyed		
6 <sup>th</sup>	Recapitulate the ship certificate document data	Imelda Wing	
	Copy of ship certificate document		
7 <sup>th</sup>	Public Holiday	-	
8 <sup>th</sup>	Copy of ship certificate document	Imelda Wing	
	Archiving ship certificate documents		



No.	WORKING	EXPLANATION
1.		

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : April 10<sup>th</sup> to April 14<sup>th</sup>, 2023


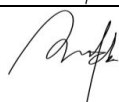
Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
10 <sup>th</sup>	Recapitulation of ship certificate documents	Imelda Wing	
11 <sup>st</sup>	Photocopy of contract	Rimdaniyati Sinaga	
	Archiving contract documents for taking loan guarantees		
12 <sup>nd</sup>	Recap data on the legal document application form	Imelda Wing	
13 <sup>rd</sup>	Recapitulate data on the entire certificate of compensation	Imelda Wing	
	Archiving documents of compensation certificates		
14 <sup>th</sup>	Recapitulation of certificates for lift and transport aircraft operators	Imelda Wing	


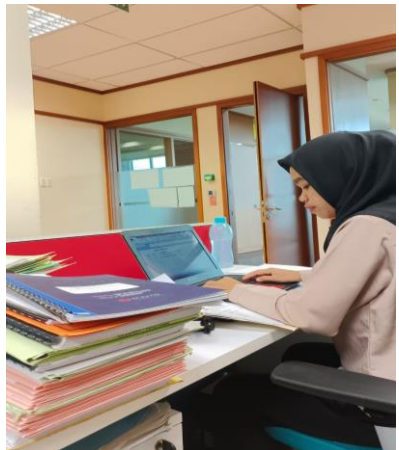
No.	WORKING	EXPLANATION
1.		The author recapitulates all document data of statements of compensation and minutes of handover of funds using Microsoft Excel. Then calculate the total amount of land area.
		

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Tuesday

Date : April 17<sup>th</sup> to April 18<sup>th</sup>, 2023



Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
17 <sup>th</sup>	Recapitulation of certificates for lift and transport aircraft operators	Imelda Wing	
18 <sup>th</sup>	Recapitulation of certificates for lift and transport aircraft operators	Imelda Wing	

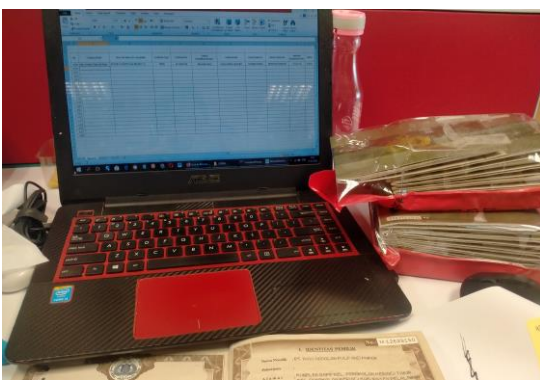
No.	WORKING	EXPLANATION
1.		The author recapitulates all document data of statements of compensation and minutes of handover of funds using Microsoft Excel. Then calculate the total amount of land area.
		

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday - Saturday

Date : May 2<sup>nd</sup> to May 6<sup>th</sup>, 2023





Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
2 <sup>th</sup>	Scan the BPKB document	Rimdaniyati Sinaga	
3 <sup>th</sup>	Recap BPKB documents	Rimdaniyati Sinaga	
4 <sup>th</sup>	Recapitulation of certificates for lift and transport aircraft operators	Imelda Wing	
5 <sup>th</sup>	Make numbering for BPKB documents.	Rimdaniyati Sinaga	
6 <sup>th</sup>	Recapitulation of certificates for lift and transport aircraft operators	Imelda Wing	
	Archive document certificate for lift and lift operator.		



No.	WORKING	EXPLANATION
1.		The author recapitulates all document data of BPKB using Microsoft Excel.

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday - Saturday

Date : May 8<sup>th</sup> to May 15<sup>th</sup>, 2023

Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
8 <sup>th</sup>	Recapitulation of certificates for lift and transport aircraft operators	Imelda Wing	
9 <sup>th</sup>	Recapitulation of certificates for lift and transport aircraft operators	Imelda Wing	
10 <sup>th</sup>	Checking the legal document data to be destroyed	Rimdaniyati Sinaga	
11 <sup>st</sup>	Recapitulate the ship certificate document data	Imelda Wing	
	Copy of ship certificate document		
12 <sup>nd</sup>	Photocopy of a letter of compensation document	Imelda Wing	
	Archiving documents of compensation certificates		
13 <sup>rd</sup>	Archiving case documents	Rimdaniyati Sinaga	
	Copy of notary documents (deed of sale and purchase of ships)		
14 <sup>th</sup>	Off	-	
15 <sup>th</sup>	Scan the cooperation contract	Rimdaniyati Sinaga	

No.	WORKING	EXPLANATION
1.		<p>The author archives documents of legal which are archived into keeper document file sheets and sorted according to document number and given a name on the document.</p>
		<p>The author recapitulates all document data of BPKB using Microsoft Excel.</p>
		<p>The author scans of legal documents using a scanner to make it easier to work from documents in the form of hardfiles to softfiles therefore that they are easy to use.</p>
		





**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI  
POLITEKNIK NEGERI BENGKALIS  
JURUSAN ADMINISTRASI NIAGA**

**PROGRAM STUDI DIV ADMINISTRASI BISNIS INTERNASIONAL**

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714

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

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

LEMBAR SARAN DAN PERBAIKAN SIDANG KERJA PRAKTEK

Tahun : 2023

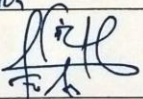
Nama : Nurul Nabilah  
NIM : 5404191245  
Judul : PT. Riau Andalan Pulp and Paper

Nama Dosen Pembimbing : Muhammad Fuad Asrofillah, M.M

Materi perbaikan dari Dosen Pembimbing :

Tulis buku ke Suplemen?

Ace

Pengesahan dari Dosen Pembimbing			
Sebelum perbaikan		Setelah perbaikan	
Tanggal	24/6/2023	Tanggal	24/6/2023
Tanda Tangan		Tanda Tangan	